



## DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
NAVAL AIR STATION  
700 AVENGER AVENUE  
LEMOORE, CALIFORNIA 93246-5001

NASLEMINST 1710.6F CH-4

<sup>30</sup>  
01 DEC 1997

### NAS LEMOORE INSTRUCTION 1710.6F CHANGE TRANSMITTAL 4

From: Commanding Officer, Naval Air Station, Lemoore

Subj: LEMOORE NAVY FLYING CLUB (LNFC)

1. Purpose. To transmit change 4 to the basic instruction.

2. Action. Make the following changes to basic instruction.

a. Enclosure (2), page 5, Article IV, Section 8: change "monthly" to "bimonthly" in second line.

b. Enclosure (2), page 6, Article V, Section 1: after the word "follow" delete, "NAVSOP 3159 through Navy Audit Manual for Management" and replace with "BUPERSINST 7510.1, Local Fiscal Oversight and Review of Nonappropriated Fund Instrumentalities and DODINST 7000-14-R NAF Financial Management Regulation."

c. Enclosure (3), page 14, paragraph 213f: delete the second sentence and add, "Returned check penalty should be the cost incurred by the club to process the returned check."

d. Enclosure (3), page 17, paragraph 301a(3): Delete, "and does not secure the aircraft engine at any outlying field."

e. Enclosure (3), page 19, paragraph 303e: delete the word "will" and replace with the word "may." Add the sentence "Pilots may request this service."

f. Enclosure (3), page 28, paragraph 504b(1): change the word "shall" to "may."

*D.E. Beale*

L. D. CHILDRESS

Distribution: (NASLEMINST 5215.2V)  
Lists B and E  
Lemoore Navy Flying Club



## DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
NAVAL AIR STATION  
700 AVENGER AVENUE  
LEMOORE, CALIFORNIA 93246-5001

NASLEMINST 1710.6F CH-3  
30000

27 AUG 1996

### NAS LEMOORE INSTRUCTION 1710.6F CHANGE TRANSMITTAL 3

From: Commanding Officer, Naval Air Station, Lemoore

Subj: LEMOORE NAVY FLYING CLUB (LNFC)

Encl: (1) New Enclosure (7)

1. Purpose. To transmit change 3 to basic instruction.
2. Action. Make the following pen and ink changes to basic instruction:
  - a. Page 1, change reference (g) "OPNAVINST 4790.2E, Vol II" to read "OPNAVINST 4790.2F."
  - b. Page 1, add "Encl (7) LNFC Fuel Quality Assurance Program" to enclosure section.
  - c. Insert enclosure (1) of this change transmittal into basic instruction.

*D.E. Bealer*  
D. E. BEALER  
Acting

Distribution: (NASLEMINST 5215.2V)  
List B and E



DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
NAVAL AIR STATION  
700 AVENGER AVENUE  
LEMOORE, CALIFORNIA 93248-5001

NASLEMINIST 1710.6F CH-2

30

28 SEP 1995

NAS LEMOORE INSTRUCTION 1710.6F CHANGE TRANSMITTAL 1

From: Commanding Officer, Naval Air Station, Lemoore

Subj: LEMOORE NAVY FLYING CLUB (LNFC)

Encl: (1) Revised enclosure (3) of basic instruction

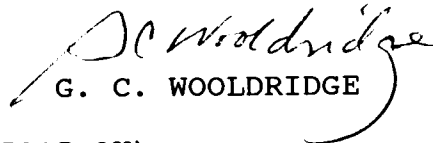
1. Purpose: To issue revised enclosure (3) and pen and ink changes to basic instruction.

2. Action

a. Enclosure 1, page 4, Article VI, Section 2, delete "each month" and add "every other month." at the end of the sentence.

b. Enclosure 2, page 5, Section 9, add a period at the end of the word "meetings" and delete "and will be responsible for maintenance check flights."

c. Remove enclosure (3) of the basic instruction and replace with enclosure (1) of this change transmittal.

  
G. C. WOOLDRIDGE

Distribution: (NASLEMINST 5215.2U)  
Lists B and E



## DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
NAVAL AIR STATION  
700 AVENGER AVENUE  
LEMOORE, CALIFORNIA 93248-5001

NASLEMINST 1710.6F CH-1  
30000

51 OCT 1994

### NAS LEMOORE INSTRUCTION 1710.6F

From: Commanding Officer, Naval Air Station, Lemoore

Subj: LEMOORE NAVY FLYING CLUB

Ref: (a) OPNAVINST 1710.2E  
(b) SECNAVINST 3770.1C  
(c) NAS Lemoore ltr Ser 1430 of 22 Jun 70  
(d) CNO ltr Ser 448P53 of 26 Jun 70  
(e) NASLEMINST 11320.1E  
(f) NASLEMINST 3710.1K  
(g) OPNAVINST 4790.2E, Vol II

Encl: (1) Lemoore Navy Flying Club Constitution  
(2) Lemoore Navy Flying Club Bylaws  
(3) Lemoore Navy Flying Club Flying Regulations  
(4) Illustration 1-4  
(5) LNFC Missing Tool Report  
(6) LNFC Corrosion Control Program

1. Purpose. To publish information concerning the Lemoore Navy Flying Club.

2. Cancellation. NASLEMINST 1710.6E

3. Background

a. Reference (a) authorized commanding officers to approve the establishment of the Navy flying clubs in their respective commands and states that, in such event, the Commanding Officer will publish and control the program; those instructions governing the operations and administration of such clubs shall include a constitution, bylaws, and local flying regulations which shall be set forth in writing and approved by the Commanding Officer. Reference (a) also states that commanding officers may request authorization from the Chief of Naval Operations to form a Navy Flying Club on their base, provided it does not interfere with the mission of the Station, and there is no additional expense incurred to the Government.

b. Reference (b) sets forth responsibilities and procedures concerning the use of naval aviation facilities by other than military aircraft.

c. The establishment of the Lemoore Navy Flying Club was approved by the Commanding Officer in March 1967 per reference (a). Reference (c) requested authorization for the flying club to base, maintain, and operate aboard NAS Lemoore.

Encl (1)

31 OCT 1994

d. By reference (d), CNO granted authority to base, maintain and operate the Lemoore Navy Flying Club aboard NAS Lemoore.

#### 4. General Instruction

a. The Lemoore Navy Flying Club will be operated per references (a) and (b), as an instrumentality of the Federal Government, as a voluntary, off-duty and self-supporting activity under the supervision of the Commanding Officer, NAS Lemoore. The Club is authorized access to the Navy Supply system for aircraft parts, supplies and petroleum products to be purchased per reference (a), Chapter III.

b. All actions by the club membership or Board of Directors relating to fees, dues, assessments, purchases, rentals, or leases of a value of \$800 or more shall be subject to the approval of the Commanding Officer, NAS Lemoore.

#### 5. Responsibilities

a. The Commanding Officer, NAS Lemoore shall appoint a Command Representative to act as liaison between the Naval Air Station and the Flying Club.

b. The Commanding Officer, NAS Lemoore shall appoint, in writing, a Command Operations Advisor, a Command Safety Advisor, and a Command Maintenance Advisor.

c. The Lemoore Navy Flying Club shall comply with all regulations set forth in references (a), (e), (f) and (g). Strict adherence and compliance with all rules and regulations set forth in enclosures (1), (2), (3), and (4) shall be the responsibility of the Flying Club Board of Directors.

d. The Flying Club is responsible for the security, safety, and general appearance of the area and spaces designated for its use.

6. The President, Lemoore Navy Flying Club, Naval Air Station Lemoore, shall be responsible for the maintenance of this instruction. Overall coordination shall be the responsibility of the Air Operations Officer, NAS Lemoore. Recommended changes or corrections shall be submitted to the President, Lemoore Navy Flying Club, who shall prepare, as appropriate, a revised instruction or a change transmittal to effect the recommended changes or corrections. The revision or change transmittal will

NASLEMINST 1710.6F

JUN 09 1994

be submitted to the Commanding Officer, NAS Lemoore for approval via the Air Operations Officer.

  
A. R. GORTHY

Distribution:  
Special

**JUN 09 1994**

LEMOORE NAVY FLYING CLUB CONSTITUTION

ARTICLE I	- Name
ARTICLE II	- Authority and Purpose
ARTICLE III	- Bylaws and Other Regulations
ARTICLE IV	- Membership
ARTICLE V	- Officers and the Board of Directors
ARTICLE VI	- Quorums and Meetings
ARTICLE VII	- Voting
ARTICLE VIII	- Finance
ARTICLE IX	- Liability
ARTICLE X	- Dissolution
ARTICLE XI	- Amendments or Changes

JUN 09 1994

LEMOORE NAVY FLYING CLUB CONSTITUTION

ARTICLE I - NAME

SECTION 1. The name of this organization shall be the Lemoore Navy Flying Club, hereinafter referred to as the Club.

ARTICLE II - AUTHORITY AND PURPOSE

SECTION 1. Upon approval of the Commanding Officer, Naval Air Station Lemoore, this constitution is hereby established.

SECTION 2. The purpose of this Club is to provide Navy personnel, their dependents, and other authorized personnel with an opportunity for the wholesome use of leisure time in the interest of morale, welfare, and recreation.

ARTICLE III - BYLAWS AND OTHER REGULATIONS

SECTION 1. Bylaws and other regulations deemed necessary shall be formulated and, upon approval by the Commanding Officer, shall have the same force and effect as if published as a part of the constitution.

ARTICLE IV - MEMBERSHIP

SECTION 1. Membership of the Club will be on a voluntary basis. Subject to approval of the Commanding Officer, the following personnel are eligible to participate:

a. Regular Members

(1) Regular members must be eligible for membership as per OPNAVINST 1710.2E, 209, d, 1-17

b. Introductory Members

(1) Must be eligible for regular membership.

(2) May receive up to 4 hours of dual instruction with a Club Certified Flight Instructor (CFI) at regular rates, within 60 days.

(3) Must pay in advance.

(4) No other club privileges allowed.

SECTION 2. Family Membership Plan: Additional, immediate, family members who would otherwise be eligible for membership,

may join Lemoore Navy Flying Club at a reduced membership fee and with reduced monthly dues to be determined by the Board, and approved by the Commanding Officer.

ARTICLE V - OFFICERS AND THE BOARD OF DIRECTORS

SECTION 1. The officers of the Club shall be President, Vice President, Secretary, Treasurer, Operations Officer, Maintenance Officer, Safety Officer. At least four members of the Board must be active duty military. The active duty requirement may be waived at the discretion of the Commanding Officer. This group of officers shall be designated as the Board of Directors, hereinafter referred to as the Board. The Club Manager is a nonvoting advisory member of the Board.

SECTION 2. The Board shall be elected by a majority of the voting members present for a term of one year and shall not serve more than two consecutive terms. The officers elected shall be installed at the meeting following the election. To prevent complete Board replacement at one time, election of officers will be staggered as follows:

a. President, Operations Officer, and Maintenance Officer - February

b. Vice-President, Treasurer, Secretary, and Safety Officer - August

SECTION 3. An officer of the Club may be removed for cause by a majority written vote of the voting members. Such action may be appealed to the Commanding Officer whose decision in the matter shall be final.

SECTION 4. The Board shall have the authority to set on any and all matters concerning the Club ~~except~~ those requiring a vote or as otherwise specifically provided for by the constitution, bylaws, or regulations of the Club. Obligations of the Club must be presented to and approved by the Board before payment is made. All checks or withdrawal slips must bear the signature of at least two members of the Board of Directors. Any action of the Board relating to fees, dues, assessments, or purchases, rentals, and leases of property value of 800 dollars or more shall be subject to the approval of the Commanding Officer.

SECTION 5. In the event of a vacancy on the Board, the remaining members of the Board shall appoint a temporary officer to serve until the next regular meeting, at which time a special election shall be held to fill this vacancy. The candidates shall be nominated from the floor at the time, and if a permanent officer

NASLEMINST 1710.6F

JUN 09 1994

is not elected within 60 days after the vacancy occurs, the temporary officer shall automatically become permanent for the remainder of the unexpired term.

SECTION 6. No more than one member who has entered into a lease agreement with the Club shall be allowed to hold office or serve on the Board.

SECTION 7. The Board shall meet at least monthly and keep minutes which indicate the attendance of all members (including appointed advisors). The President shall sign completed minutes and forward them for approval to the Commanding Officer.

#### ARTICLE VI - QUORUMS AND MEETINGS

SECTION 1. The quorum for all membership meetings shall be at least 25 percent of the voting membership, including at least a quorum of the Board. The quorum for all Board meetings shall be four members of the Board. For purposes of this Article, voting members shall not include those members absent by reason of military exigency.

SECTION 2. A regular membership meeting shall normally be held each month in conjunction with a membership safety meeting.

SECTION 3. Upon written request of at least 25 percent of the voting Club membership, the President shall be required to call a special membership meeting. The President may also do this at his own discretion.

SECTION 4. All members shall be notified, if possible, of the time, place and subject matter of the special meeting and only that business for which the meeting was called shall be transacted.

SECTION 5. Board meetings shall be within 10 days prior to the membership meetings at the call of the President or the discretion of the Board. The Board will convene at least once a month to conduct essential business.

#### ARTICLE VII - VOTING

SECTION 1. Only regular members shall be allowed to vote. Those members in an inactive or suspended status have no voting privileges.

SECTION 2. Voting members shall be allowed to vote on any matter requiring a vote, and they shall be entitled to only one vote.

JUN 09 1994

SECTION 3. There shall be no absentee or proxy voting. Board members may not be elected in absentia without the member's approval.

SECTION 4. It shall require a majority vote of those members present to effect passage of any resolution, except when otherwise provided for by the bylaws or regulations.

SECTION 5. All matters raised at a Board meeting shall require a majority vote to be passed.

#### ARTICLE VIII - FINANCE

SECTION 1. Membership fees of all members shall be payable when applications are submitted for approval. Each member shall pay monthly dues in an amount to be determined by the Board, with Commanding Officer approval. The Board shall set rates to be charged for flying time sufficient to cover all the obligations of the Club. Fees and dues shall be applied equally to all members except those members joining as additional family members under a Family Membership Plan. (Reference Article 4, Section 2.) Assessments shall be applied equally to all members of the Club.

SECTION 2. Applicable regulations of the Office of the Comptroller of the Navy shall be followed with regard to management of all funds of the Club.

#### ARTICLE IX - LIABILITY

SECTION 1. The Club shall carry full aircraft liability insurance for all Club airplanes as directed by higher authority.

a. The policy provisions will be in full force at all times.

b. The option not to carry "in motion hull coverage" is strictly prohibited.

SECTION 2. Insurance Deductible Protection Program: Each regular member will pay an annual assessment, to be determined by the Board, to the Insurance Deductible Protection Program fund. This fund will pay insurance deductible amounts for club members in excess of 250 dollars per claim. Each member-at-fault is still financially responsible for the first 250 dollars of each insurance claim.

ARTICLE X - DISSOLUTION

SECTION 1. Upon dissolution of the Club, three members shall be designated by the Commanding Officer as trustees who shall carry out the instructions of the Comptroller of the Navy and other applicable regulations pertaining to the closing of a nonappropriated fund activity.

ARTICLE XI - AMENDMENTS OR CHANGES

SECTION 1. Amendments or changes to this Constitution can be effected by 75 percent favorable vote of the total voting membership and subsequent approval of the Commanding Officer, except that amendments required by the Navy or command directive may be effected by the Commanding Officer. The Commanding Officer will not change the Constitution without first consulting the Club Board of Directors and will attempt to comply with the desires of the membership consistent with the Navy and command needs.

SECTION 2. Any proposed amendment or change shall be voted upon at the regular meeting following that at which the proposal was made. In the event of favorable action, the amendment or change shall go into effect immediately upon approval of the Commanding Officer, unless otherwise specifically provided.

SECTION 3. Any change or amendment to this constitution shall be attached hereto.



**JUN 09 1994**

LEMOORE NAVY FLYING CLUB BYLAWS

- |              |  |
|--------------|--|
| ARTICLE I    | - Membership Classification and Privileges           |
| ARTICLE II   | - Membership Application, Resignation and Expulsions |
| ARTICLE III  | - Flying Regulations                                 |
| ARTICLE IV   | - Duties of Officers and Members                     |
| ARTICLE V    | - General Finances                                   |
| ARTICLE VI   | - Initiation Fees                                    |
| ARTICLE VII  | - Dues and Flying Rates                              |
| ARTICLE VIII | - Revision of Assessments                            |
| ARTICLE IX   | - Miscellaneous                                      |
| ARTICLE X    | - Leasing of Equipment                               |

JUN 09 1994

LEMOORE NAVY FLYING CLUB BYLAWS

ARTICLE I - MEMBERSHIP CLASSIFICATION AND PRIVILEGES

SECTION 1. A regular member shall be considered as one whose application has been screened for eligibility by the Club Manager and reviewed and approved by one member of the Board. He/she shall be tendered all privileges and benefits within the power of the Club to bestow.

SECTION 2. An introductory member must be eligible for regular membership, may receive up to four hours of dual instruction at regular Club rates within 60 days, and must pay in advance for aircraft rental and instructor fees. Introductory members will pay no dues, assessments, or membership fees until becoming a regular member at which time the membership fee, monthly dues, and assessments will be charged. Introductory members will have no membership privileges.

SECTION 3. Members may request inactive status if they will be out of the area for 60 days or more on military orders or civilian work orders. Inactive status will be granted for calendar months only and requests must contain a copy of the member's orders.

a. While inactive, members will continue to receive the monthly newsletter as well as any other information sent out to Club members.

b. Inactive members will be charged a reduced monthly rate for dues to be set by the Board.

SECTION 4. A suspended member shall be considered as one who has been temporarily denied all privileges of membership in the Club by majority action of the Board or, in the case of an accident or incident, by a single member of the Board. Dues and assessments of this member shall continue, as well as any other responsibility assumed by the other members of the Club. A period of suspension shall be limited to 30 days, at the end of which time the Board shall be required to take further action or the suspended status shall end automatically. Members suspended for nonpayment must make up all back dues and assessments before regaining flying status.

SECTION 5. All members will be issued membership cards.

SECTION 6. A member in good standing of another Navy flying club may fly an aircraft belonging to LNFC if such flying does not conflict with the scheduled flying of local Club members, does

JUN 09 1994

not pose a financial burden, and if the pilot complies with all Club regulations.

a. The visitor must show proof of current membership in a Navy flying club and furnish proof of FAA currency. The visitor must also complete a satisfactory local area check-out and aircraft checkout conducted by an LNFC Club instructor.

b. Visiting members are not charged membership fees and monthly dues by LNFC as long as they are current members (paying dues) at their home club.

c. Visiting members must deposit funds in advance to cover flying time and instructor fees.

## ARTICLE II - MEMBERSHIP APPLICATIONS, RESIGNATIONS, AND EXPULSIONS

SECTION 1. Applicants for membership shall be addressed to the Club Manager, who shall not later than the next Board meeting, bring them to the attention of one Board member.

SECTION 2. Resignations shall be addressed to the Club Manager, who shall bring them to the attention of one member of the Board for action. No resignation may become effective until approval by the Board. No resignation may become effective before all money due the Club has been collected.

SECTION 3. For cause, the Board may suspend an individual's membership by majority action. Suspension shall take place immediately upon such action. Final expulsion will become effective on the date set by the Board. Such action may be appealed to the Commanding Officer whose decision in the matter shall be final.

## ARTICLE III - FLYING REGULATIONS

SECTION 1. The Club is responsible for publishing and maintaining a complete set of flying regulations which shall be submitted to the Commanding Officer, via the NAS Lemoore Operations Officer, for approval. These flying regulations shall have the same force and effect as if published as a part of these bylaws.

## ARTICLE IV - DUTIES OF OFFICERS AND MEMBERS

SECTION 1. The duties of the Board shall be to act on all matters of policy; to determine the initiation fees, and flying charges; to act in a judicial capacity on violations of the Club

JUN 09 1994

rules; to purchase and sell aircraft and equipment; to protect the Club's interest and safeguard its welfare; to report all transactions to general meetings; to audit the records and testify thereto; and to promote safety programs.

SECTION 2. The President shall preside at the meetings of the Club; appoint all committees, acting as an exofficio member thereon; and perform all other duties which properly pertain to his/her office.

SECTION 3. The Vice President shall act as President in the absence of that official. The Vice President shall have complete charge of all elections except for that of Vice President, in which case, an officer chosen by the Board shall preside. In the event of the absence of both the President and the Vice President at any regular or special meeting, the chairperson shall be in the sequence of officers named in the Constitution. The Vice President shall be cognizant of the proceedings of all committee meetings.

SECTION 4. The Secretary shall conduct all correspondence at the direction of the Club or its officers, take the minutes of the Board and general membership meetings, make an accurate record of the proceedings and perform all other duties that properly pertain to this office. Minutes of meetings will be sent to the Commanding Officer, via the Command Liaison Officer, for approval. Official naval correspondence shall be prepared for the Commanding Officer's signature. Other naval correspondence shall be prepared for the Commanding Officer's signature unless forwarding by a cover letter from the Commanding Officer is considered more appropriate.

SECTION 5. The Treasurer shall monitor the receipt and disbursement of all Club money. A Club account in a federally insured depository shall be maintained. An annual and monthly report of the official transactions shall be made to the Board and general membership. The Treasurer is the resource manager for the Club and shall maintain a close liaison with the command's Supply Officer and Command Evaluation staff. The Treasurer shall perform all other duties that properly pertain to this office.

SECTION 6. The Operations Officer shall be responsible for the clearance of aircraft in conformity with Federal Aviation Administration (FAA) regulations, OPNAVINST, and local Navy regulations and will have overall supervision of all cross-country flights following the current Club policy. The Operations Officer shall be responsible for maintaining and updating the Club's operating and flying regulations. He/she

JUN 09 1994

will conduct quarterly standardization meetings and shall be responsible for maintaining an active Foreign Object Damage (FOD) program in the Club area. The Operations Officer must be at least a private pilot with 200 flight hours. The Chief CFI will act as advisor to the Operations Officer.

SECTION 7. The Maintenance Officer shall assure proper maintenance of all Club equipment. The Maintenance Officer shall have the power to ground equipment as his/her own discretion for the benefit of the Club from a viewpoint of safe operation. He/she shall ensure that necessary maintenance records are kept following Federal Aviation Regulations (FAR's) and other pertinent directives and shall review all entries made by Club mechanic in engine/aircraft log books. The Maintenance Officer must be at least a private pilot with 200 flight hours. In the event that the Maintenance Officer does not have the required 200 flight hours, an advisor will be appointed from the Club to assist the Maintenance Officer. The advisor must have at least 200 flight hours and should have a background in aircraft maintenance.

SECTION 8. The Safety Officer shall conduct an aggressive mishap prevention program, will conduct monthly safety meetings, and will maintain a pre-mishap plan. The Safety Officer must be at least a private pilot with 200 flight hours. In the event that the Safety Officer has less than 200 flight hours, an advisor will be appointed from the Club to assist the Safety Officer. The advisor must have at least 200 flight hours. Care should be taken in the selection of an advisor who will be active and available.

SECTION 9. The Chief Flight Instructor will be appointed by the Board. This person supervises and monitors the activities of all Club instructors. The Chief Flight Instructor shall be an FAA certified flight instructor. The Chief Flight Instructor shall develop standard operating procedures to be used by all Club flight instructors. The Chief Flight Instructor must attend quarterly standardization meetings, and will be responsible for maintenance check flights.

SECTION 10. The Command Representative, the Command Operations Advisor, the Command Safety Advisor, and the Command Maintenance Advisor shall be nonvoting members of the Board of Directors.

SECTION 11. The Club Manager shall be responsible for all duties as outlined in reference (a) and this instruction. He/she will be a Club employee paid from Club revenues or a non-paid volunteer selected by the Board, shall be under the general supervision of the Commanding Officer, and shall be a nonvoting

JUN 09 1994

member of the Board. He/she shall operate the Club office on a day to day basis and maintain the necessary files to carry out the business of Club operations; receive and account for all Club monies, making deposits and withdrawals as required; ensure Club aircraft are maintained following FARs and other pertinent directives; ground aircraft as required; ensure clearance of all flights including cross-country flights as necessary; ensure all medical and currency requirements are met prior to each flight; make recommendations to the Board on any matter concerning Club operations; prepare and submit the Flying Club Annual Report to the Commanding Officer for his signature and for submission as required by reference (a); ensure all Club members maintain an up-to-date Pilot Information File and satisfy all Club written requirements; ground Club members for unsafe operations or other valid reasons and advise the Board of this action so they may review the matter; maintain a flight schedule; act as a flight clearance authority; immediately report mishaps, overdue aircraft, or other information pertinent to safety to the Commanding Officer, Club and command Safety and Air Operations Officers. Other part-time or full-time employees shall be hired at the discretion of the Board to assist the Manager in his responsibilities. Those employee(s) shall be directly responsible to the Manager in their assigned tasks. The Manager shall participate in the employee selection process and recommend termination or disciplinary action to the Board.

SECTION 12. The duties of all members shall be to attend all meetings; to elect a Board of Directors responsive to their majority views; to comply with required Club aircraft currency requirements; to honor all personal financial commitments; to comply with all NAS Lemoore, FAA, and Club rules and regulations; and conduct themselves in a proper and fitting manner as members of the Club.

#### ARTICLE V - GENERAL FINANCES

SECTION 1. Financial management shall follow NAVSO P-3159, "Nonappropriated Fund General Financial Management Policies and Principles"; NAVSO P-3521, "Nonappropriated Fund Accounting Procedures for Civilian Revenue Producing Consolidated Package Stores and Sundry or Association Activities"; SECNAVINST 7510.7, "Department of the Navy Audit Manual for Management"; and other such regulations as may be prescribed by the Comptroller of the Navy or competent authority. Financial transactions will be processed by the Morale Welfare and Recreation (MWR) Business Office on a cost reimbursable basis.

JUN 09 1994

SECTION 2. All property, including aircraft and accessories, parachutes, etc., procured for the Club shall be for the joint use of all qualified members.

SECTION 3. In the event of any damage to any equipment belonging to the Club except where provided for elsewhere in the Club regulations, the following specific rules shall apply:

a. If any accident or incident, in flight or on ground is caused through culpable or negligent deviation of Federal Aviation Regulations or local regulations, or through own carelessness, negligent or deliberate acts, the member(s) at fault shall be responsible for the uninsured portion of the damages.

b. In the event of the person at fault not being able to pay the total damages, balance of repair shall be taken from the Club treasury. Action will be taken to recover the amount from this person.

c. The Board has the power to investigate accidents, to penalize one or more members of the Club for violations of good flying practices and to expel a member for unsafe operation.

SECTION 4. No member of the Club other than a member of the Board shall make purchases in the name of the Club except as authorized by the Board. In no event, other than purchase of aircraft components as determined by authorized personnel to be necessary for the timely completion of aircraft maintenance or repair, shall any purchase be made in excess of \$300 except by approval of a majority vote of the Board of Directors.

SECTION 5. Any member of the Club finding it necessary to purchase parts or to have any repair work performed on the equipment of the Club may do so in his own name, and upon presentation of properly receipted bill for such sales and/or service, shall be reimbursed or given credit by the Treasurer, except as limited by Section 4.

SECTION 6. Any member who is in arrears of any money due the Club is subject to suspension by a majority vote of the Board. Arrears is considered to be nonreceipt of full payment by the Club within 30 days of the mailing date of the bill. A member will be restricted from using Club equipment until the entire amount in arrears is paid. If any member's account is more than 90 days in arrears, he/she will automatically be suspended and a letter of indebtedness will be sent to the appropriate Commanding Officer. Any member suspended temporarily due to financial delinquency may be required to deposit a fund, the amount of

JUN 09 1994  
which shall be set by the Board, to remain in the treasury until membership terminates prior to enjoying full club privileges.

SECTION 7. Assessments, as determined necessary by the Board, may be made on members of the Club.

ARTICLE VI - INITIATION FEES

SECTION 1. An initiation or membership fee set by the Board (Article VIII, Section 1) shall be charged each new member at the time the application is submitted. Initiation fees will be waived for applicants transferring from another military flying club and presenting a letter of good standing, provided the letter of good standing is dated not more than one year from presentation, or upon special waiver from the Board.

ARTICLE VII - DUES AND FLYING RATES

SECTION 1. Monthly Club dues shall be payable in advance.

SECTION 2. The rates shall be revised by the Board as set forth in Article VIII.

SECTION 3. For the purpose of these bylaws and any other regulations, any flight during which a Club aircraft is away from the home field for a period exceeding six hours and/or is a flight outside the "Local" area, shall be deemed a cross-country flight.

SECTION 4. Charges for cross-country flights in excess of six hours shall require an advance payment equal to the estimated charges and must be submitted with the request in advance of such flights. A minimum charge per day shall be set by the Board of Directors for cross-country flying time. This amount may be applied toward the total flying time flown on such cross-country flights. No minimum charge shall be made for a period for which a member presents evidence satisfactory to the Board that flying was prohibited during that period by inclement weather or other circumstances beyond the pilot's control.

ARTICLE VIII - REVISION OF ASSESSMENTS

SECTION 1. Upon the recommendation of the manager and examination by the Treasurer, such recommendation being based on actual costs of operation of the Club, the Board may revise as necessary any fees, assessments, or flying rates with Commanding Officer's approval.

JUN 09 1994

ARTICLE IX - MISCELLANEOUS

SECTION 1. Each member of this Club shall have read and shall have agreed in writing to observe and abide by all rules and regulations of this Club, to become thoroughly acquainted with the local field rules of any and all airports or any field where the Club equipment is operated and with the FAA regulations.

SECTION 2. Changes or amendments to these bylaws can be effected as specified under Article XI, Section 1, of the Club Constitution.

SECTION 3. Any change or amendment to these bylaws shall be attached hereto.

ARTICLE X - LEASING OF EQUIPMENT

SECTION 1. The Board of Directors, by majority vote, may approve the leasing of equipment for operation by the Club. The following rules shall be applied to all lease agreements entered into by the Club.

a. All lease agreements shall be constituted on a flying hours basis, with the lessor receiving a portion of the hourly flying rate. The rate payable to the lessor shall be stated in the lease agreement. In no case shall the flying rate for leased aircraft be less than that established for Club owned aircraft of the same model.

b. The Club shall not enter into any agreement which guarantees minimum flying hours on the leased equipment.

c. All lease agreements shall include provisions for termination of the lease by the Club upon 30 days written notice to the lessor.

d. All lease agreements shall require that insurance covering the leased equipment, in the amount and specific coverages required by regulation on Club-owned equipment, be in force.

e. All lease agreements shall include provisions outlining the Club's responsibility for maintenance.

f. Lease agreements shall be in the format prescribed by PERS-6531, reviewed by the Station Judge Advocate General (JAG) and approved by the Commanding Officer.

NASLEMINST 1710.6F

~~JUN 09 1994~~

g. PERS-6531 will be notified upon taking possession of a leased aircraft for insurance purposes.



28 SEP 1995

OPERATING AND FLYING REGULATIONS  
INTRODUCTION

- 100 General
- 101 Purpose
- 102 Scope
- 103 Change Procedures
- 104 How to Get Copies
- 105 Wording

POLICY GUIDANCE

- 200 Policy Concerning Use of Aircraft
- 201 Special Policies
- 202 Personnel Authorized to Pilot Club Aircraft
- 203 Pilot in Command (PIC)
- 204 Pilot Responsibility
- 205 Pilot Restrictions
- 206 Computation of Flight Time
- 207 Flight Demonstrations and Contests
- 208 Flight Instructors
- 209 Accident Reporting
- 210 Currency Requirements
- 211 Scheduling of Aircraft
- 212 Ground Operations
- 213 Billing
- 214 Adjustment of Expenses
- 215 Grounding of Members
- 216 Refueling

FLIGHT AUTHORIZATION AND FLIGHT PLANNING

- 300 Flight Authorization
- 301 Flight Planning
- 302 Preflight Planning
- 303 Flight Plans
- 304 Weather Briefing
- 305 Weather Criteria for Filing
- 306 Minimum Fuel Requirements
- 307 Weight and Balance Control
- 308 Closing of Flight Plan

GENERAL FLIGHT RULES

- 400 Aircraft Lighting
- 401 Annoyance to Civilian and Endangering Private Property
- 402 Disturbance of Wildlife
- 403 Simulated Instrument Flights
- 404 Obstruction Near VFR Aircraft

NASLEMINST 1710.6F CH-2

20 SEP 1995

- 405 Operating Near Other Aircraft
- 406 Night Flying
- 407 Parachute Jumps
- 408 Crosswind Limitations
- 409 Survival Equipment

#### AIR TRAFFIC CONTROL PROCEDURES NAS LEMOORE

- 500 Airfield Description
- 501 Taxi Instructions
- 502 Departure Instructions
- 503 Arrival Instructions
- 504 Other Services Available
- 505 Cautionary Information
- 506 Loss Communications Procedures
- 507 Emergencies

#### SAFETY

- 600 Takeoff and Landing Checklists
- 601 Use of Clearing Procedures
- 602 Safety Belts and Shoulder Harness
- 603 Smoking in Aircraft
- 604 Security of Aircraft Away from Club

#### AIRCRAFT MAINTENANCE

- 700 Aircraft Maintenance and Inspection Procedures
- 701 Test Flights
- 702 Prevention of Inadvertent Engine Starts

28 SEP 1995

## INTRODUCTION

100. GENERAL. The Lemoore Navy Flying Club shall be operated to:

a. Provide Navy personnel, their families, and other authorized personnel an opportunity to develop skills in aeronautics, including piloting, navigation, mechanics, and other related aerosciences.

b. Develop an awareness and foster an appreciation of aviation requirements and techniques.

c. Provide a facility designed to meet the needs for low cost, safe, light aircraft operations.

d. Provide a social program in the interest of promoting Club activities and Navy morale.

101. PURPOSE

a. To regulate the operation of Club aircraft to provide safe and equitable flying equipment for all Club members.

b. To establish procedures governing flying privileges and restrictions.

c. To provide penalties for violations of flying rules and regulations.

102. SCOPE. These regulations are applicable to all members and to all persons riding in Club aircraft. In addition, all NAS Lemoore, U.S. Navy and FAA regulations are applicable.

103. CHANGE PROCEDURES. Amendments or changes to Club operating and flying regulations can be recommended by a 75 percent favorable vote of the total voting membership present, subsequent approval by the Board of Directors and the Commanding Officer, except that amendments required by the Navy of command directive may be effected by the Commanding Officer.

104. HOW TO OBTAIN COPIES. The Board shall ensure that a copy of the Club Constitution, Bylaws, Operating and Flying Regulations are maintained in the All Pilot Read File Volume 1 which is available to all members as required reading. Personal copies may be available from the Club Manager.

105. WORDING. As used in this instruction, the following words have the meaning shown:

28 SEP 1995

- a. "Shall" or an action verb in the imperative sense, means a procedure is mandatory.
- b. "Should" means a procedure is recommended.
- c. "May" or "need not" means a procedure is optional.
- d. "Will" means futurity, not a requirement for application of a procedure.
- e. Singular words include the plural.
- f. Plural words include the singular.
- g. "Aircraft" means the airframe, crew members or both.
- h. "Miles" means nautical miles unless otherwise specified, and means statute miles in conjunction with visibility.

#### POLICY GUIDANCE

200. POLICY CONCERNING USE OF AIRCRAFT. All operations of aircraft shall follow U.S. Navy, NAS Lemoore, Federal Aviation Administration and Club regulations.

#### 201. SPECIAL POLICIES

- a. Members holding a pilot certificate with a rating other than student pilot may carry nonmembers as passengers in Club aircraft, providing that the member is Pilot in Command (PIC) at all times.
- b. Members shall not use any of the Club aircraft for hire or in any commercial manner whatsoever, nor shall they rent or lend club equipment to any person or group of persons without the specific consent of the Board of Directors.
- c. Members shall maintain a pilot's log book to verify all flight time and to bear evidence as to the individual's currency in each category, class and type, where that rating is required.
- d. Any member involved in an aviation accident or incident, while acting as PIC, whether the aircraft is owned by the club or not, shall be subject to a flight check at the discretion of the Board of Directors, prior to operating Club aircraft.

28 SEP 1995

e. Each member is solely responsible for all decisions made as PIC of Club aircraft and is liable for all expenses incurred from the moment the aircraft is accepted and the aircraft is unsecured until it is returned to the Club's flight line in a secured condition. Maximum accidental liability shall be the deductible portion of the Club's current insurance policy. The Board of Directors may reduce this after investigation of the accident and adjudging the pilot's responsibility.

f. Each flying club member or passenger will not be permitted to operate or ride in a Club aircraft until he/she executes a Covenant Not to Sue and Indemnity Agreement. (enclosure (3), Annex A) (Active duty military is exempt.)

(1) A new covenant will be executed at least once each 12 months.

(2) One member of a family may not execute the document for the entire family.

(3) In the case of a minor, a parent or legal guardian will execute the document on behalf of the minor.

202. PERSONNEL AUTHORIZED TO PILOT CLUB AIRCRAFT. Only current members in good standing of a Navy Flying Club who hold a current pilot license, a current FAA medical certificate, a current Covenant Not To Sue, a current Annual Standardization Check Flight, and a current FAA Flight Review endorsement, shall be accorded the privilege of being the PIC of an aircraft owned or operated by this Club. A copy of each certificate shall be on file, at the clubhouse, before acting as PIC of Club aircraft. The Club Manager shall ensure that the above requirements are met.

#### 203. PILOT IN COMMAND

a. The pilot in command of the aircraft shall be directly responsible for its operations and shall have final authority as to operation of the aircraft. In emergency situations which require immediate decision and action, the pilot may deviate from these general operating and flight rules and from normal aircraft operating procedures to the extent required by consideration of safety. Club members should at all times exercise the judgment required for safe operation of aircraft.

b. The person occupying the left front seat, or the solo seat of tandem type aircraft, shall be a qualified pilot, current in the aircraft and is designated the PIC, except during training or check flights. Any time a flight instructor is acting in his

28 SEP 1995

official capacity and has access to controls, he is designated PIC.

204. PILOT RESPONSIBILITY

a. Each member will be held responsible for the aircraft scheduled from the time he/she accepts the aircraft before flight until the aircraft has been properly secured after the flight. The following are the pilot's responsibilities:

(1) Refuel the aircraft with the proper grade fuel and oil, attach grounding wire during all refueling operations.

(2) Clean the windshield of the aircraft.

(3) Position the aircraft in its proper spot on the line, unless the next member is waiting and willing to accept responsibility for the aircraft.

(4) Aircraft shall be properly secured including chocks, three-point tie-down, control yoke lock installed, all switches off, sun screens in place, doors and windows locked.

(5) Record fuel, flying time and any discrepancies in the forms provided each aircraft.

(6) All radio/NAVAIR switches and radios shall be off prior to engine start or shutdown.

b. The PIC will, at the end of each flight, sign the Aircraft Billing Log, indicating the amount of flying time logged and indicate the maintenance status of the aircraft in the remarks section of the form after each flight.

205. PILOT RESTRICTIONS. The following is a list of restrictions that apply to all flying club pilots.

a. The maximum duty day is 12 hours for a single pilot or 16 hours with 2 qualified pilots in a dual controlled aircraft. Minimum rest period between duty days is 12 hours.

b. No aerobatic maneuvers shall be flown without specific approval of the CHNAVPERS and CNO (OP-554). A Club member shall perform only maneuvers permitted specifically by the aircraft manufacturer's handbook, FAR's and club rules.

c. Stalls, steep turns (over 45-degree bank), slow flight and unusual attitude shall not be performed deliberately below 1,500 feet AGL unless done for pilot certification.

28 SEP 1

d. A Club member shall not pilot a Club aircraft on a night flight outside the designated local flying area unless he or she holds a valid FAA Instrument Rating and is instrument-current in the aircraft being flown.

(1) A pilot without an FAA Instrument Rating may fly local VFR flights but shall maintain visual contact with an airport in the local area which is authorized for night solo use.

(2) An FAA-certificated instrument flight instructor shall conduct night instrument training.

(3) Night instrument practice within the local flying area is authorized, provided a second pilot, night-current and instrument qualified in the aircraft being flown, is aboard as a safety observer and has access to the flight controls.

e. Touch-and-go landings by solo student pilots are not permitted.

f. Pilots shall plan to arrive and terminate all flights at destination with a minimum of one hour fuel remaining in the tanks.

g. A Club pilot shall not take off or land at an unlighted airport during the period from official sunset to official sunrise.

h. Flying Club pilots shall not, except in an emergency, land at any location except an area designated as an active airport with a minimum runway length of 2,000 feet and a cleared runway width of 50 feet. If a precautionary or emergency landing is made at an unauthorized location, the aircraft shall not take off without the approval of the Club Manager.

i. A Club pilot shall not fly below 500 feet AGL except during landings, takeoffs and simulated forced-landing practice under CFI supervision.

j. Solo students must be on the deck 30 minutes prior to official sunset during the months of October-February.

k. Straight in approaches to landing at airports without operating control towers are not permitted.

l. During their first three hours of solo cross-country flying, students must operate at airports where they have previously performed satisfactory traffic patterns with a club instructor. The normal solo cross-country route is NLC,

28 SEP 1995

Columbia, Salinas, King City, NLC. Deviation from this route must be approved by the Chief Flight Instructor.

206. COMPUTATION OF FLIGHT TIME. In aircraft that have Hobbs Meters installed, time indicated will be recorded before engine start and after engine stoppage. In the event a Hobbs Meter is not available in the aircraft, flight time will be computed to the nearest five minutes by a reliable watch from the time the engine is started until the time the engine is stopped.

207. FLIGHT DEMONSTRATIONS AND CONTESTS. Club aircraft may be used to participate in off-station civilian sponsored events such as a fly-in, and may be flown in events such as poker runs, spot landing contests, flour-bombing contests, and pilot seminars, except T34 due to its Navy markings. It represents the U.S. Navy in the public eye. However, no Club aircraft shall be used in an event in which the aircraft is used to break or make contact with any foreign object, such as balloon-breaking or ribbon-cutting contests. Aircraft shall not be used in air races except with approval of the Board.

208. FLIGHT INSTRUCTORS

a. Any flight instructors giving dual instruction in Club aircraft shall be FAA certified flight instructors and shall be members of the Club unless otherwise designated. Instrument instructor shall be instrument-current.

b. Instructors are responsible for making appropriate notations on the Pilot Qualification and Currency Record within 24 hours after a checkout or proficiency check is received by a pilot, and shall endorse pilot's log book.

c. Flight instructors will not be directly remunerated by students.

209. ACCIDENT REPORTING

a. Any member operating a Lemoore Navy Flying Club aircraft who is involved in an accident/incident shall report within one hour to the Club Manager, or any Board member that he/she can reach. The Club Manager/Board member shall report within 30 minutes to the NAS Lemoore ODO, who shall immediately notify the Executive Officer and the CDO for possible OPREP reporting.

b. The Flying Club Safety Officer shall submit a preliminary message report as per reference (a) paragraph 902c(2).

28 SEP 1995

c. Aircraft accidents associated with the operation of Club aircraft (including Navy aircraft on loan) with the intention of flight and which involve fatality, serious injury or substantial damage shall be reported following part 830 of the National Transportation Safety Board (NTSB) Regulations on NTSB Form 6120.1. The original shall be mailed to the nearest field office of the NTSB, with copies forwarded as per reference (a).

d. The Club Safety Officer has the responsibility for ensuring that accident reports are promptly and accurately filed with the NTSB. He/she shall be assisted by the Club Manager.

e. Aircraft Accident Definitions

(1) Aircraft Accident. An occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with intent for flight until such time as all such persons have disembarked, in which any person suffers death or serious injury as a result of being in or upon the aircraft or by direct contact with the aircraft or anything attached thereto, or the aircraft receives substantial damage.

(2) Fatal Injury. Any injury which results in death within seven days.

(3) Serious Injury. Any injury which:

(a) Requires hospitalization for more than 48 hours, commencing within 7 days from the date the injury was received.

(b) Results in a fracture of any bones (except simple fractures of fingers, toes or nose).

(c) Involves lacerations which cause severe hemorrhages, nerve, muscle or tendon damage.

(d) Involves injury to any internal organ.

(e) Involves second or third degree burns or any burns affecting more than five percent of the body surface.

(4) Substantial Damage

(a) Damage or structural failure which adversely affects the structural strength, performance or flight characteristics of the aircraft, and which would normally require major repair or replacement of the affected component.

28 SEP 1995

(b) Engine failure, damage limited to an engine, bent fairings or cowling, dented skin, small punctured holes in the skin or fabric, ground damage to rotor or propeller blades, damage to landing gear, wheels, tires, flaps, engine accessories, brakes or wing tips are not considered "substantial damage."

(5) Aircraft Incident - An occurrence that does not meet the requirements for an aircraft accident but does involve minor injury or damage. Intent for flight is not necessary.

f. Notification of aircraft accident/incident and overdue aircraft:

(1) The Club Safety Officer shall immediately notify the NTSB, Federal Aviation Administration, Flight Standards District Office - Accidents, Fresno, when:

(a) An aircraft accident or any of the following listed incidents occur:

1 Flight control system malfunction or failure

2 In-flight fire

3 Aircraft collision in flight

(b) An aircraft is overdue and is believed to have been involved in an accident.

(2) Information required shall be:

(a) Type, nationality, and registration marks of the aircraft

(b) Name of owner

(c) Name of the PIC

(d) Date and time of the accident

(e) Last point of departure and point of intended landing of the aircraft.

(f) Geographical location of the aircraft

(g) Number of persons aboard, number killed, and number seriously injured.

(h) Nature of the accident including weather and the extent of damage.

g. The Club Safety Officer shall file a written report utilizing NTSB Form 6120.1 or 6120.2. Each crew member, if physically able, shall attach to the report a statement setting forth the facts, conditions, and circumstances relating to the accident or incident. If he/she is incapacitated, he/she shall submit the statement as soon as he/she is physically able.

(1) Accident. A report on an accident shall be filed within 10 days after an accident.

(2) Incident. A report of an incident shall be filed only as requested by an authorized representative of the NTSB. Report or incident shall be submitted as specified in Section 209.

(3) Overdue Aircraft. A report shall be filed when, after seven days, an overdue aircraft is still missing.

#### 210. CURRENCY REQUIREMENTS

a. A member holding a pilot certificate will not be permitted to fly any Club aircraft until he/she has been properly checked out by an approved Club flight instructor in that make and model aircraft, and endorsements have been recorded in Club records and pilot's log book as per reference (a), Chapter 4.

b. A member holding a pilot certificate will not act as PIC of a Club aircraft unless he or she has logged THREE takeoffs and landings in that class aircraft in the preceding 90 days. This rule will apply to two separate groups of aircraft. GROUP ONE will consist of all fixed gear Club aircraft and GROUP TWO will consist of all Club retractable gear aircraft. If the above criteria are exceeded in any group, the member may not fly that group of aircraft until receiving a checkout flight from an FAA certified flight instructor in that group of aircraft. (Currency in GROUP TWO includes GROUP ONE.)

c. As part of flight training, and prior to commencing cross-country flight to airports with suspected density altitudes of 4,000 feet or more, all pilots shall be required to demonstrate to a certified flight instructor their knowledge of high density altitude flight. Suitable test will be maintained in the clubhouse (enclosure (3), Annex B).

d. No Club member may act as PIC of a Club aircraft unless he/she has, within the past 12 months, performed an "Annual

28 SEP 1995

Standardization Check Flight" with a club instructor, and documentation of such flight is contained in the members membership folder.

e. In order to fly solo, student pilots must receive a solo endorsement from a Club approved certified flight instructor at least once each 30 days.

f. All Club pilots must read and be responsible for information contained in the All Pilot Read File, Vol I. Each pilot must sign the sign-in sheet at least once every six months. All Club pilots must read and be responsible for information contained in the All Pilot Read File, Vol II. Each pilot must sign the All Pilot Read File, Vol II, before each flight.

## 211. SCHEDULING OF AIRCRAFT

### a. SCHEDULING PROCEDURE

(1) Aircraft scheduling shall be maintained for each aircraft operated by the Club, and all flights shall be scheduled in advance at the Club operations office.

(2) The information required for scheduling a flight is: Name of pilot, time the aircraft is desired, and time the aircraft will be returned to the line, serviced and ready for the next flight. (Note that this is not ETA NAS Lemoore.)

(3) Members should complete flight plan filing and be ready to commence pre-flight inspection of the aircraft at the time scheduled.

(4) Under no circumstances will any flight take precedence over a previous reservation except by mutual consent of the parties involved.

### b. SCHEDULING LIMITATIONS

(1) A request for a cross-country flight shall be made in writing and have the approval of the Club Manager or the Operations Officer, or in the absence of these, any Board member. Preprinted forms are available and shall be used. The approving official(s) shall consider:

- (a) Current demand for the Club aircraft
- (b) Individual pilot abilities/experience
- (c) Landing facilities at destination.

2 8 SEP 1995

## (d) Currency requirements

(2) Pilots may schedule a particular aircraft, but the Manager may switch the pilot to another aircraft of the same type in order to facilitate maintenance of aircraft.

(3) One aircraft of each type used for training (C-150), in airworthy condition, must remain at the Club for training purposes. If necessary, the Manager may cancel the cross-country which was scheduled last in order to provide a trainer. This provision may be waived by the Manager for a special event of interest to numerous members or on holidays.

c. FAILURE TO SHOW. Failure to show within 30 minutes after the time a flight is scheduled shall constitute release of the aircraft for the remainder of the scheduled period.

d. RESOLUTION OF SCHEDULING CONFLICTS. In case of conflict between two scheduled cross-country flights or two scheduled local flights, the one that was scheduled at the earliest date shall take precedence.

e. NOTIFICATION OF FAILURE TO RETURN ON SCHEDULE. The pilot will notify the Club Manager or Operations Duty Officer by telephone or wire immediately upon knowledge that they cannot return the aircraft as scheduled and request an extension of time. PIC shall ensure FSS or Lemoore Tower is informed of change of flight plan. All aircraft carry instructions and phone numbers for failure to return on schedule.

212. GROUND OPERATIONS

a. All aircraft in the Club have self-starters. No member shall hand-start a Club aircraft unless under the direct supervision of a flight instructor, Club mechanic, or Club Manager.

b. Passengers will not be on-loaded or off-loaded with the aircraft engine running.

c. Children must be under the direct supervision of an adult while they are at the Club facility. Children will not be allowed on the aircraft line at any time unless they are being on-loaded or off-loaded from an aircraft.

d. Private vehicles are prohibited from the aircraft line unless permission is granted by the Club Manager.

28 SEP 1995

e. Upon completion of each flight, pilots utilizing the aircraft of the Club will complete the Aircraft Billing Log which will be kept in the clubhouse. All entries will be neatly and legibly printed. The Aircraft Billing Log shall not be removed from the clubhouse at any time except by the Club Manager, a member of the Board of Directors, or their designated representative. The timing device readings will be entered before startup and after shutdown.

213. BILLING

a. The duration of each flight will be computed from the time the aircraft engine is started until shutdown on the completion of the flight as indicated by the Hobbs Meter. All flight time shall be computed to the nearest tenth (six minutes) of an hour (the next highest tenth if at an intermediate position), read directly from the Hobbs Meter installed in each airplane, and entered into the Aircraft Billing Log.

b. A minimum charge shall be paid for each 24 hours duration of all cross country flights at a rate determined by the Board. This amount may be applied toward the total flight time flown on such cross-country flights. No minimum charge shall be made for a period for which the member presents evidence satisfactory to the Board that flying was prohibited during that period by inclement weather or other circumstances beyond the pilot's control.

c. All operating expenses and repairs incurred away from NAS Lemoore will be paid for by the pilot. Legitimate adjustment will be reimbursed upon presentation of proper bills and receipts.

d. Dues are chargeable on the first day of any month in which an individual requests membership status. On or within 10 days of the month, members will be billed for the next month's dues and preceding month's flight time. Members will be considered in arrears if bills are not paid within 30 days of mailing date of the bill.

e. Members deemed in arrears in payment by the Board shall be suspended or expelled following provisions in the Club bylaws.

f. There will be a charge to any member's account for any check returned by the bank. The amount will be determined by the Board and posted in the clubhouse.

g. The Club Manager, in coordination with the Board, shall have authority to resolve minor billing disputes.

28 SEP 1995

214. ADJUSTMENT OF EXPENSES

a. CREDIT OF INCURRED EXPENSES. All landing fees, tie down/or storage fees incurred on cross-country trips shall be paid by the responsible member and are not reimbursable except as follows:

(1) If the pilot decides to hangar the aircraft because of impending high winds and/or other threats of natural origin, he/she will be reimbursed for the difference between the hangar cost and the normal cost for tie-down.

(2) Any tie-down and/or hangar cost incurred by the pilot due to mechanical grounding of aircraft, shall be reimbursable.

b. EXTENDED GROUNDING OF AIRCRAFT AWAY FROM HOME BASE

(1) Due to maintenance. Should it become necessary while on a cross-country flight to obtain extensive or time-consuming repairs due to mechanical failure, the pilot shall ensure that the aircraft is properly secured and cared for. If the pilot and passengers must return before the aircraft can be restored to an airworthy condition, they must return at their own expense. If the pilot must so return, the responsibility for the return of the aircraft, for transportation and fuel costs, and for repair and storage charges incurred because of grounding of aircraft, and for return of the aircraft shall revert to the Club. The pilot is not authorized to commit the Club for any repairs of Club aircraft without approval of the Club President or Manager. Receipts must be obtained by the pilot for reimbursement of expenses.

(2) For convenience of pilot. When a Club aircraft is left at an airport other than home base at the convenience of the pilot, the pilot shall be responsible for the return of the aircraft and storage charges resulting therefrom, and the minimum guaranteed flight time shall continue to apply until the aircraft is returned, unless relief from such charges is granted by the Board. Any transportation cost incurred by the Club in returning a Club aircraft left at the convenience of the pilot shall be paid by the pilot.

(3) Due to pilot's negligence. In the event that an aircraft is left at an airport other than home base, because of damages incurred as a result of the pilot's negligence, the pilot shall be responsible for all storage and transportation costs incurred as a result.

28 SEP 1995

215. GROUNDING OF MEMBERS

a. A majority vote of the Club Board of Directors shall have the power to ground or restrict the flying activities of any member for cause, and at their discretion require a flight check of any member at any time. Any member of the Board, flight instructor, or Club Manager shall have the authority to ground any member for cause for a period not exceeding 30 days. During this time, if the cause for grounding is not corrected, the Club Board of Directors shall review the case and determine what further action shall be taken. Flagrant violation of any Navy, Flying Club, or FAA rule or directive shall be considered cause for grounding.

b. Any member involved in an accident/incident/or flight rule violation is automatically grounded pending investigation by at least two Board members and the Safety Officer. The Safety Officer may recommend and the Board members may direct remedial training consistent with the type accident/incident.

216. REFUELING

a. Club aircraft shall under normal circumstances be refueled with the proper grade fuel after each flight to preclude the accumulation of condensation in the fuel tanks.

b. The member shall ensure that a grounding wire has been attached to the aircraft prior to refueling operations.

c. Automobile gas will not be used in Club aircraft.

d. Club aircraft will normally be filled to the top, partial fuel loads will only be used when required for gross weight considerations and when authorized by the board.

e. Solo students shall:  
- launch only with full fuel tanks  
- refuel at each stop

f. PIC is responsible for logging fuel and oil used on the aircraft Tac sheet.

FLIGHT AUTHORIZATION AND FLIGHT PLANNING

300. FLIGHT AUTHORIZATION. Club aircraft shall not be flown by any person unless authorized by the Board, which exercises operational control over all aircraft. Only members in good standing and qualified club employees with an up-to-date pilot

28 SEP 1995

information file may be accorded the privilege of being the PIC of an aircraft owned or operated by the Club.

### 301. FLIGHT PLANNING

#### a. Definitions:

(1) Local Flying Area. For the purpose of Flying Club flight operations, the local flying area is defined as that airspace overlying the area bordered by the edge of the valley on the east and Interstate 5 on the west; running south to the intersection of Interstates 5 and 99 (just south of Bakersfield) and north 100 nautical miles from NAS Lemoore (just north of Modesto). All the area within 25 nautical miles of NAS Lemoore would also be included in the local flying area.

(2) Local Training Area. For the purpose of Flying Club flight operations, the local training area is defined as that airspace overlying the area within 25 nautical miles of NAS Lemoore.

(3) Local VFR Flight. A flying club local VFR flight is a flight conducted under visual flight rules, originating and terminating at NAS Lemoore which remains within the local flying area, will return within four hours time, and does not secure the aircraft engine at any outlying airfield.

(4) Special VFR flight. Aircraft operating with a clearance within Class "D" Surface Areas in weather conditions less than basic VFR. Such operations are restricted to instrument rated pilots only, must be requested by the pilot and approved by ATC.

### 302. PREFLIGHT PLANNING

a. Before commencing any flight, the PIC shall familiarize himself with all available information appropriate to the intended flight. This information shall include, but is not limited to, available weather reports and forecasts, NOTAMS, fuel requirements, airfield advisories/information (originating, destination, alternate and enroute delay airfields), available alternatives if the flight cannot be completed as planned, and any anticipated traffic delays. Lemoore field hours will be checked with the Operations Duty Officer (ODO ext. 1023) prior to operating LNFC aircraft.

b. Each member of the Club is a co-owner of Club aircraft and therefore is responsible to inspect and maintain them as if they were his/her personal property. Prior to each flight the

28 SEP 1995

member shall be satisfied that the aircraft is airworthy for the planned flight and shall have checked the last maintenance actions for appropriate signoffs on the aircraft maintenance forms. If there is any doubt about the airworthiness of the aircraft, competent personnel shall be contacted for evaluation.

c. It shall be the member's responsibility to check the gas and oil before each flight by opening and visually checking tanks. Prior to each flight, the gas sumps and sediment bowls shall be drained and checked for proper quality and type of fuel (color). (Under no circumstances will the plane be flown on local flights with fuel less than one half in each tank.)

303. FLIGHT PLANS

a. The PIC shall be responsible for filing a flight plan for each flight. All flights originating at NAS Lemoore, except local flights, shall file a flight plan in person with NAS Lemoore Flight Clearance utilizing FAA Form 7233-1. All flights originating from other airports shall file flight plan with nearest FAA Flight Service Station. If deviation from a filed flight plan is required, the pilot will ensure that their flight plan is amended accordingly with nearest FSS.

b. Flight plan shall include:

(1) Route of flight including all airports where touch-and-go landings and low approaches are to be practiced.

(2) Stopover airports and ground time in "Remarks" section of flight plan. When a "stopover" flight is anticipated to cover an extended period of time, it is recommended that a separate flight plan be filed for each "leg" when the stop is expected to be one hour or more in duration.

(3) Weather briefing including entry of the void time, weather briefing number and the forecaster's initials in the "Remarks" section of the flight plan.

(4) Check of NOTAMS for communications/navigation aids and airport facilities along the route of flight.

(5) An alternate plan if the flight cannot be made as planned.

(6) List the names of all passengers on the flight plan.

c. Although position reports are not required for VFR flight plans, periodic reports to FAA Flight Service Stations along the route are good practice. Such contacts permit significant information to be passed to the transiting aircraft and also serve to check the progress of the flight, should it be necessary for any reason to locate the aircraft or its occupants.

d. Pilots shall file IFR flight plans at least one hour prior to estimated time of departure to preclude possible delay in receiving a departure clearance from ATC.

e. Lemoore Flight Clearance will flight-follow local VFR flights.

f. Special VFR flights require instrument rating. Any pilot intending to utilize a SVFR departure and/or arrival must file a flight plan as per 303a, have it checked and approved by the NAS Lemoore Operations Duty Officer. These flight plans will not be accepted over the telephone. The flight plan must list an acceptable no-radio alternate in the event that the special VFR cannot be maintained and loss of radio communications occurs.

#### 304. WEATHER BRIEFING

a. Pilots are responsible for reviewing and being familiar with weather conditions for the area in which the flight is contemplated. All members planning a flight shall obtain a weather brief as part of their preflight planning.

b. VFR minimums are:

(1) Day VFR is 1,500 feet ceiling and 3 miles visibility

(2) Night VFR is 2,500 feet ceiling and 5 miles visibility

#### 305. WEATHER CRITERIA FOR FILING

a. Flight plans shall be filed based on:

(1) The enroute, designation, and alternate weather forecasts for a period of one hour before and one hour after ETA.

(2) The actual weather at the point of departure at the time of clearance.

b. VFR cross-country flights returning to NAS Lemoore will be required to file a suitable alternate airfield due to

28 SEP 1995

meteorological conditions (rain, fog, haze, smoke, and dust) that often occur in the San Joaquin Valley. An alternate airfield is not required when the weather at the destination is forecast to be equal to or better than 3,000 feet ceiling and 3 statute miles visibility during the period one hour before until one hour after estimated time of arrival (ETA). Otherwise, an alternate airfield is required.

306. MINIMUM FUEL REQUIREMENTS. Fuel Planning. All aircraft shall carry sufficient usable fuel, considering all meteorological factors and flight requirements to:

a. If alternate airfield is not required, fly from takeoff to destination airfield and thereafter for one hour at normal cruising speed.

b. If alternate airfield is required, fly from takeoff to destination and thence to an alternate airfield and thereafter for one hour at normal cruising speed.

c. In no case shall the planned fuel reserve after final landing at destination or alternate airfield, if one is required, be less than that needed for one-hour flight. Compute fuel consumption based on maximum endurance operation at normal cruise altitude.

307. WEIGHT AND BALANCE CONTROL. Requirements for aircraft weight and balance control are contained in the aircraft owner's manual. It is the responsibility of the PIC to ensure the safe loading and operation of Club aircraft.

308. CLOSING OF FLIGHT PLAN

a. Other Military Installations. The pilot shall either verbally confirm the closing of the flight plan with the tower or base operations personnel or deliver a copy of the flight plan form to base operations.

b. Nonmilitary Installations. The pilot will close the flight plan with FSS through any means of communication available including long distance telephone calls. When appropriate communication facilities are known not to exist at a point of intended landing, the pilot may within five minutes of landing, while still airborne, furnish a predicted landing time in lieu of actual landing report to an appropriate aeronautical facility.

28 SEP 1995

## GENERAL FLIGHT RULES

400. AIRCRAFT LIGHTING

a. Position Lights. Standard position lights will be displayed at all times when flying below 10,000 feet MSL.

(1) Immediately before engine start and any time the engine(s) is running.

(2) When the aircraft is being towed unless the aircraft is otherwise illuminated.

(3) When an aircraft is parked and likely to cause a hazard unless the aircraft is otherwise illuminated or marked with obstruction lights.

b. Anticollision Lights. Anticollision lights shall be used at all times when the aircraft engine(s) is in operation.

c. Landing/Taxi Lights. The use of landing/taxi lights is an effective means of illuminating surface hazards during taxi movements at night and alerting all concerned of an aircraft's presence/position in flight. Accordingly, landing/taxi lights shall be utilized for taxi movements as required during the hours of darkness. Additionally, these lights should be used to enhance visibility and utilized at night or in conditions of restricted visibility.

401. ANNOYANCE TO CIVILIANS AND ENDANGERING PRIVATE PROPERTY.

Flights of Club aircraft shall be conducted so that a minimum of annoyance is experienced by persons and activities on the ground. It is not enough for the pilot to be satisfied in his own mind that no person is actually endangered; pilots must take definite and particular pains to satisfy themselves that they are flying in such a manner that no person could reasonably think that he or his property is endangered. The following specific restrictions apply in view of the particularly unfavorable effect of the fear, extreme annoyance, and damage which can be inflicted.

a. Fur and Poultry Farms. Fur and poultry farms are examples of areas to be avoided. Valuable broods and litters have been lost due to panic caused by aircraft.

b. Resorts. Resorts, including beaches, shall be avoided by at least one mile when at altitudes of less than 3,000 feet above the terrain, except as overflowed in normal enroute flight

2 8 SEP 1995

on airways or other point-to-point flights, or in compliance with an approved traffic or approach pattern.

402. DISTURBANCE OF WILDLIFE

a. The Fish and Wildlife Service has the following regulations in effect governing the flight of aircraft on and over wildlife areas:

"The unauthorized operation of aircraft at low altitudes over, or the unauthorized landing of aircraft on a wildlife refuge area is prohibited, except in the event of emergency."

Club members shall maintain a minimum altitude of 2,000 feet AGL above the terrain of a wildlife refuge area, or as specifically stated in sectional charts.

403. SIMULATED INSTRUMENT FLIGHTS. In conducting simulated instrument flights, pilots should be sure that the weather is good enough to compensate for the restricted visibility of the safety pilot and the pilots' greater concentration on their flight instruments. Pilots should give themselves a little greater margin when their flight plan lies in or near a busy airway or close to an airport.

404. OBSTRUCTIONS TO VFR FLIGHT. Extreme caution should be exercised when flying less than 2,100 feet above ground level (AGL) because there are more than 300 skeletal structures (radio and television antenna towers) exceeding 1,000 feet AGL with some extending higher than 2,000 feet AGL. In addition, more than 50 towers which exceed 1,000 feet AGL are either under construction or planned. Similar proposals are planned on a continuing basis. Most skeletal structures are supported by guy wires. The wires are difficult to see in good weather and can be totally obscured during periods of dusk and reduced visibility. These wires can extend about 1,500 feet horizontally from a structure; therefore, all skeletal structures should be avoided by at least 2,000 feet AGL.

405. OPERATING NEAR OTHER AIRCRAFT

a. No member may operate a Club aircraft so close to another aircraft as to create a collision hazard.

b. No member may operate a Club aircraft in formation flight.

28 SEP 1995

406. NIGHT FLYING

a. No pilot may fly Club aircraft outside the local flying area at night without an instrument rating and instrument currency in the aircraft being flown.

b. Noninstrument rated pilots may fly Club aircraft at night in the local flying area. Visibility must be sufficient to maintain visual contact with a lighted, public airport with at least a 3,000-foot runway at all times.

c. When flying VFR at night, in addition to the altitude appropriate for the direction of flight, pilots should maintain an altitude which is at or above the minimum enroute altitude as shown on charts.

407. PARACHUTE JUMPS. Except in an emergency, no member as PIC may allow, and no person may make a parachute jump from a Club owned or leased aircraft.

408. CROSSWIND LIMITATIONS. Surface and crosswind limitations for Club operations are as follows:

a. Solo Student Pilots

- (1) Sixteen KNOTS of wind from any direction
- (2) Eight KNOTS of 90-degree crosswind component
- (3) Ten KNOTS of gust spread

b. Rated pilots with less than 200 hours

- (1) Twenty-six KNOTS of wind from any direction
- (2) Ten KNOTS of 90-degree crosswind component
- (3) Fifteen KNOTS of gust spread

c. Rated pilots with more than 200 hours

- (1) Thirty KNOTS of wind from any direction
- (2) Twelve KNOTS of 90-degree crosswind component
- (3) Fifteen KNOTS of gust spread

409. SURVIVAL EQUIPMENT

28 SEP 1995

a. All flights over unpopulated areas or rugged terrain will require survival equipment to be carried on board the aircraft. The following list is the minimum requirement:

(1) Personal exposure protection: clothing sufficient to protect all occupants for extended periods of time.

(2) Shelter: large sheet of plastic and cord.

(3) Tools: knife and flashlight.

(4) Over desert or dry terrain: water should be carried in non-breakable containers.

b. Club pilots must furnish their own survival equipment.

AIR TRAFFIC CONTROL PROCEDURES  
NAS LEMOORE

500. AIRFIELD DESCRIPTION

a. Location - NAS Lemoore is located 28 miles south of Fresno, California at latitude 36' - 20'N. longitude 119' - 57'W.

b. Field Elevation - 234 feet MSL.

c. Hours of Operation - 0800-2400 Monday through Friday; 1000-1800 Saturdays; 1300-2100 Sundays. Note: Check with the ODO for any field hour modifications.

d. Highest Obstruction - Control Tower, 105 feet AGL.

e. Runways - NAS Lemoore has one set of parallel runways (32L/14R-32R/14L). Each runway is made of concrete and is 13,500 feet long by 200 feet wide. The runways are staggered 9,600 feet, runway 32R/14L being more northeasterly than 32L/14R. Distance between center lines is 4,600 feet.

(1) Primary Runway - Runways 32R and 14R are the primary runways for Flying Club aircraft.

(2) Arresting Cables - Each runway is equipped with two sets of E-28 bidirectional arresting gears, each has a single steel cable extending across the runway. Exact distance from thresholds are as follows: 32R-1758/14L-1849 feet, 14R-1,600 feet, and 32L-3,500 feet. Pilots shall take off prior to and land beyond these cables where applicable. Cables are kept permanently booted which holds them continuously two to three inches above the surface of the runway.

f. Taxiways - All taxiways are concrete and are 75 feet wide. Parallel taxiways extend the entire length of runway 32R/14L and the northwestern 7,400 feet of runway 32L/14R.

g. Airfield Lighting - See NASLEMINST 3710.1K, (Air Operations Manual), paragraph 1.5

#### 501. TAXI INSTRUCTIONS

a. Preflight - Flight plans (FAA Form 7233-1) will be filed following Flying Club rules at base operations.

b. Warm-up - Prior to leaving the Club's parking ramp, contact Lemoore Ground Control and request taxi to warm-up area. Warm-up area is currently at the "HOLD SHORT" line and adjacent to each runway.

CAUTION HELICOPTERS DEPARTING AND/OR APPROACHING HELO PAD LOCATED ON THE EASTERN EDGE OF THE OMD RAMP. (See illustration #2 of enclosure (4)).

c. Aircraft shall remain on ground control while in the warm-up area until cleared to change frequency or until ready for takeoff clearance.

d. Taxi for takeoff - After warm-up is complete, contact Lemoore Tower and inform ready for takeoff. For proper "flight following," furnish Ground Control with your call sign, type aircraft, and ETA. If on a filed flight plan, give Ground Control your call sign, type departure (IFR/VFR) and destination.

e. Overtaking - No taxiing aircraft shall overtake or pass another aircraft except with Tower approval.

f. Taxi Speed - All aircraft shall be taxied at a safe rate of speed and under the positive control of the pilot at all times.

g. Emergencies - When the Tower is controlling an aircraft with an emergency, aircraft on the ground shall taxi clear of the runway. Those on the taxiway shall hold until authorized to proceed. All aircraft shall exercise radio discipline for the duration of the emergency. Pilots of taxiing aircraft sighting emergency vehicles on the field displaying the flashing red light, shall stop and hold their positions until authorized to proceed by radio or by light signals from the Tower.

28 SEP 1995

NOTE: If IFR, contact "Clearance Delivery" for IFR clearance prior to requesting taxi instruction. Advise Ground Control prior to changing frequencies.

h. Taxi Routes - Unless specifically directed by Ground Control, taxi routes shall be as shown in Illustration #3 of enclosure (4).

#### 502. DEPARTURE INSTRUCTIONS

a. Takeoff clearance. Aircraft shall hold well clear of the duty runway until cleared for takeoff or to taxi into position and hold by the Control Tower. Pilots shall acknowledge "position and hold" instruction. When cleared for takeoff, aircraft shall take off without undue delay or clear the duty runways.

b. Takeoff

(1) Runway 32R - When at the approach end and ready for takeoff, advise the Tower. After clearance is received, take off with no undue delay. When airborne, maintain runway heading unless otherwise directed by the Tower or Clearance Delivery until over the departure end, then turn right and depart to the north, maintaining an altitude at or below 700 feet MSL until out of the airport traffic area (see Note #3). Advise the Tower when out of the airport traffic area. (See Illustration #4 of enclosure (4). See notes.)

(2) Runway 14R - Departure procedures for Runway 14R are the same as for Runway 32R except that a southbound departure is made and takeoff is usually from "alpha" intersection vice the approach end. (See Illustrations #3 and #4 of enclosure (4). See notes.)

NOTES: #1 - IFR departure, civilian aircraft takeoff minimum 200-1/2.

#2 - When taking off on Runway 14R what seems like an undue delay due to an FAA requirement to provide at least three minutes separation between a Category I or II aircraft departing from an intersection on the same runway behind a departing Category III may be experienced. This separation is designed to reduce the hazards caused by Wake Turbulence.

#3 - Normally, right turns after departures are approved prior to the aircraft reaching the upwind end of the runway.

28 SEP 1995

#4 - When departing on Runways 32L or 14L, specific departure instructions will be issued.

#5 - Requests for deviations from the above standard procedures will be approved by the Control Tower when traffic conditions permit.

### 503. ARRIVAL INSTRUCTIONS

a. Determining the duty runway - when approximately 10 miles out inbound to Lemoore, determine the duty runway by broadcasting "Lemoore Landing". The Control Tower will respond with the duty runway and altimeter. After receiving this information, avoid the airport traffic area and proceed to the appropriate VFR initial.

b. Landing Runway 32R - Upon reaching the VFR initial which is Riverdale (unincorporated settlement approximately seven miles northeast of the airport), contact the Tower and report "Riverdale for landing." When cleared inbound from Riverdale, proceed direct for a midfield right downwind entry with landing light on. All aircraft shall maintain 1,000 feet MSL inbound from Riverdale and shall report three miles northeast (approximately when crossing the Duck Pond) and again when entering downwind. An additional report is required when turning base leg unless clearance to land has already been received. (See Illustration #4 of enclosure (4). See notes.)

c. Landing Runway 32L - Report Five Points, follow ATC instructions. (See Illustration #5 of enclosure (4). See notes.)

d. Landing Runway 14R - Procedures for 14R are basically the same as for 32R - exceptions being the VFR initial which is Westhaven, (large silver barn approximately seven miles due south of the airport) and the three-mile report which is roughly when crossing the railroad tracks at Vanguard inbound from Westhaven. (See Illustration #5 of enclosure (4). See notes.)

e. Landing Runway 14L - Report Lemoore, follow ATC instructions. (See Illustration #5 of enclosure (4). See notes.)

f. Waveoff - A waveoff is mandatory when ordered by the Control Tower or wheels watch, unless the pilot is experiencing an emergency. The waveoff may be given by radio, light signals, red flares, or hand/flag signals.

g. Short Approach - All pilots should be prepared to execute a short approach when directed by the Control Tower.

28 SEP 1995

NOTES: #1 - Deviation from the above standard procedures may be approved upon request when traffic conditions permit.

#2 - After landing, exit the runway as soon as safety permits.

#3 - Also after landing, hold short of the parallel taxiway until cleared to proceed by Ground Control. (See Illustration #3 of enclosure (4) for return taxi routes.)

#4 - Occasionally, inbound aircraft will be instructed to hold at the VFR initial until inbound clearance can be issued. These delays will be kept to a minimum and are usually due to heavy military traffic which has saturated the pattern or an emergency in progress. Advise the Tower of your intention to hold or proceed to an alternate based on amount of delay and your fuel remaining. Do not hold until you become emergency fuel.

#### 504. OTHER SERVICES AVAILABLE

a. VFR Touch and Go's - Upon pilot's request, the Tower may approve practice touch and go's at any time, traffic conditions permitting.

##### b. Radar Service

(1) VFR advisory service is available and shall be requested by any pilot operating an Aero Club aircraft within NAS Lemoore Approach Control's area on a controller workload permitting basis. (See Annex C.) For this service, contact Lemoore Approach Control.

(2) Precision (PAR) or surveillance (ASR) approaches are also available upon request, if the traffic conditions permit. For this service, contact Lemoore Approach Control. Only instrument-rated pilots may use this service. Minimums published in Enroute IFR Supplement.

(3) Special VFR (SVFR) Departures and Arrivals - When the field is IFR, SVFR departures and arrivals may be approved, traffic and weather conditions permitting. Only instrument rated pilots are permitted SVFR.

(a) Weather minimum for fixed wing SVFR flight within Lemoore's Class "D" Surface Area is as outlined in NAS Lemoore Air Operations Manual (700' ceiling and 1-1 1/2 mile visibility or more).

28 SEP 1995

(b) Contact Lemoore Departure Control when requesting SVFR out of the control zone.

(c) Contact Lemoore Approach Control when requesting SVFR into the control zone.

(d) Both the pilot and the aircraft must be certified for instrument flight.

(e) Those pilots granted a waiver are restricted to SVFR operations from sunrise to sunset only.

505. CAUTIONARY INFORMATION

a. Due to the extreme high density of jet traffic in the Lemoore area, pilots of slow-moving aircraft must be extraordinarily alert and constantly looking about for the other aircraft in order to avoid possible near misses or the disaster that a mid-air collision would cause.

b. In the spirit of paragraph a above, the following information is provided:

(1) Pattern Altitudes - Once an aircraft is established in the pattern, no pattern altitude is specified. Normally, jet aircraft operate between 600 feet and 800 feet AGL and fly their pattern at 1200' MSL so as to be one to two miles wide downwind.

(2) Jet Break - Jet aircraft enter the break at altitudes between 1,000 feet MSL and 1,700 feet MSL at speeds up to 250 KIAS.

(3) GCA Box Pattern - Pilots inbound from Riverdale or Westhaven should be alert to aircraft climbing out back into the GCA Box Pattern after a low approach or touch-and-go. These aircraft will make a right turn at the departure end of the runway and climb through your inbound altitude of 1,000 feet MSL to their assigned downwind altitude of 2,800 feet MSL on Runway 32R or to a downwind altitude of either 1,800 feet MSL on 2,800 feet MSL on Runway 14R.

(4) Prop Break - Propeller driven aircraft enter the break at 1,200 feet MSL.

(5) P3's - Pilots should be aware that when P3's are in VFR pattern, they usually fly much higher and wider pattern than the jets (normally between 1,200 and 1,500 feet MSL and three to four miles wide when downwind). Their speed is comparable with that of an A7.

2 SEP 1995

(6) Operations on Extended Centerlines - Extreme caution should be exercised when passing through the arrival or departure corridors even though you may be outside the Class "D" Surface Area.

(7) Wake Turbulence - Pilots should be constantly alert to the hazards of Wake Turbulence and take measures to avoid such areas at all times.

506. LOST COMMUNICATIONS PROCEDURES

a. On the Ground - if attempts to contact Lemoore Ground Control fail, observe the Tower for light signals and return to the Club line.

b. Airborne

(1) If attempts to contact Lemoore Tower fail, attempt contact on VHF Guard (121.5). If this fails, attempt to contact Lemoore Approach Control and ask them to coordinate with the Tower. If this also fails, proceed to nearest uncontrolled field and notify Flying Club by phone. Unless an emergency exists, do not enter the airport traffic area without first establishing radio contact.

(2) Inbound after receiving clearance from the Tower, continue the approach, make transmissions in the blind, and report three miles downwind. Once established downwind, rock wings and be prepared to comply with signals from the Tower. At night, flash landing lights on and off.

507. EMERGENCIES. If you have an emergency, don't hesitate to advise Air Traffic Control. Air Traffic Control will assist you in every possible way.

508. CLOSED FIELD PROCEDURES

a. SCOPE. These procedures are applicable only to Lemoore Navy Flying Club (LNFC) members authorized to fly LNFC aircraft.

b. GENERAL. Closed field flight operations are authorized for Lemoore Navy Flying Club aircraft and shall be limited to daylight, VMC. Touch and go's, practice approaches, or unnecessary flight maneuvers are not permitted.

c. Procedures

(1) Pilots shall complete Flight Plan, obtain a weather brief and submit a copy of the flight plan to the ODO. 3000/3

28 SEP 1995

shall exist at ATD and be forecasted to remain at or above 3000/3 at least 2 hours after ETA.

(2) Flight plans shall be filed with Flight Service Station (FSS) at 1-800-WX BRIEF (992-7433). Additionally, pilots shall open and close flight plans with the FSS at the same number, or on their assigned frequency.

(3) Pilots shall contact the ODO prior to aircraft man-up to explain the operation and clarify procedures. Additionally, the pilot will contact the ODO (VHF 128.3) prior to taxi, takeoff, and once airborne. The ODO shall contact the Crash Crew through Security Dispatch (ext. 4749) before takeoff and landing. Upon return, contact will again be made 15 miles out, short final, and upon landing roll out. Additionally, the ODO will check the weather for returning pilots to ensure the field is VFR. An aircraft will not land if the field is IFR or after sunset except in an emergency situation.

Note: ODO will not give clearances to taxi, take-off or land LNFC aircraft. ODO will only monitor VHF 128.3 and account for aircraft movement during closed field operations.

(4) Runways 32R/14L shall be used unless approved or directed otherwise by the ODO. Taxi shall be via the most direct route. Pilots will not receive any clearance for takeoff/landing or wind direction/velocity from the ODO.

(5) Pilots are responsible for ensuring runways are clear and shall avoid rolling over arresting gear cables to prevent an "out-of-battery" condition.

(6) Pilots shall make "self-announced" broadcasts on NAS Lemoore tower frequency as follows:

(a) Outbound: before taxiing and before taxiing on the runway for departure.

(b) Inbound: 15 miles out; entering downwind, base, and final; and when exiting the runway.

(7) Pilots shall notify the ODO when the flight is completed.

d. These procedures shall be formally briefed to all Lemoore Navy Flying Club members, ODO's, ATC, and ground support personnel.

28 SEP 1990

SAFETY

600. TAKEOFF AND LANDING CHECKLISTS. Owner's manuals checkoff lists shall be provided in each Club aircraft for the mandatory use of the pilot to assist him/her in preparing the aircraft for takeoff and landing. Owner's manuals contain recommended checklists for the particular type aircraft. These lists shall be followed carefully and in their given order to ensure that all steps are performed.

601. USE OF CLEARING PROCEDURES

a. Before Takeoff. Prior to taxiing onto a runway or landing area in preparation for takeoff, pilots should scan approach areas for possible landing traffic, executing appropriate clearing maneuvers to provide them a clear view of the approach areas.

b. Climbs and Descents. During climbs and descents in flight conditions which permit visual direction of other traffic, pilots should execute gentle banks, left and right at a frequency which permits continuous visual scanning of the airspace about them.

c. Straight and Level. Sustained periods of straight and level flight in conditions which permit visual detection of other traffic should be broken at intervals with appropriate clearing procedures to provide effective visual scanning.

d. Traffic Pattern. Entries into traffic patterns while descending create specific collision hazards and should be avoided.

e. Traffic at VOR Sites. All pilots should exercise sustained vigilance in the vicinity of VOR's and airway intersections due to the convergence of traffic.

f. Training Operations. Club pilot training programs support the following practices.

(1) Pilots undergoing flight instruction at all levels should be requested to verbalize clearing procedures (call out, "clear" left, right, above, or below) to install and sustain the habit of vigilance during maneuvering.

(2) High-wing airplane, momentarily raise the wing in the direction of the intended turn and look.

28 SEP 1995

(3) Low-wing airplane, momentarily lower the wing in the direction of the intended turn and look.

(4) Appropriate clearing procedures should precede the execution of all turns including chandelles, lazy eights, stalls, slow flight, climbs, straight and level, spins and other combination maneuvers.

602. SAFETY BELTS AND SHOULDER HARNESSSES. Each person's safety belt and shoulder harness shall be worn and tightened prior to takeoff and shall be continued in use until the completion of the flight, except when necessary activities require temporary removal. Inertial reels, where provided, shall be manually locked for all takeoffs and landings and at all other times when high G forces may be encountered, except where this procedure is detrimental to safe operation. The number of persons over two years of age embarked in Club aircraft for flight shall be restricted to the number for which there are adequate seats and safety belts. During takeoffs, landings, and at other times as specified by the PIC, each person over two years of age on Club aircraft shall occupy a seat and be secured with the safety belt provided for this purpose.

603. SMOKING IN AIRCRAFT. Specific Restrictions. Smoking in, or around, club aircraft is forbidden.

604. SECURITY TO AIRCRAFT AWAY FROM CLUB. When it is necessary to leave a Club aircraft on a field, airport, or other area for any period of time, the PIC of the aircraft shall take the proper measures to ensure the safety of the aircraft and ensure the aircraft is locked.

#### AIRCRAFT MAINTENANCE

##### 700. AIRCRAFT MAINTENANCE AND INSPECTION PROCEDURES

a. All club aircraft will be maintained and inspected following FAA directives, manufacturer recommendations, and Navy instructions.

b. All maintenance, repairs, and inspections shall be performed or supervised by appropriately rated FAA certified mechanics.

c. All maintenance actions performed on Club aircraft shall be recorded, and these records shall be maintained in the records for each aircraft for a minimum of two years.

28 SEP 1995

d. An aircraft status board will be maintained in the Club office. This board will show aircraft "up" or "down" status, list downing discrepancies, and show when next maintenance and inspections are due.

e. A file of outstanding discrepancies for each aircraft will be available in the Club office. As discrepancies are corrected and signed off, the discrepancy card is filed in the Aircraft Maintenance Discrepancy Log.

f. Prior to each flight all pilots will check the outstanding discrepancy records to ascertain the status of the aircraft assigned.

g. When discovered, each pilot shall record discrepancies on the daily aircraft record and after each flight bring them to the attention of the Manager and/or mechanic. If a downing discrepancy is detected, a red grounding tag shall be displayed in the aircraft billing log and aircraft keys will be placed in the down aircraft keybox.

h. Only aviation certified spare parts and accessories will be used on Club aircraft. If the Club owns or operates aircraft which it has the maintenance responsibility for, the Club will develop an inventory of high usage spare parts. Strict inventory control will be exercised over these spares.

i. Discrepancies discovered on leased aircraft being maintained by the lessor will be reported in the same manner as for Club-owned aircraft. The lessor will deliver maintenance records and engine and air frame logs to the Club Manager for inspection, review and retention during the term of the lease.

j. Any member of the club finding it necessary to purchase parts or have repair work performed on Club aircraft in an emergency or on a cross-country flight may do so in his own name after receiving proper approval (see Bylaws Article V, Section 4) and upon presentation of a properly receipted bill for such sales and/or service, shall be reimbursed or given credit by the Treasurer.

k. Engine lubrication shall be as prescribed by the appropriate flight manual.

l. A periodic inspection is due every 100 hours of flight. This inspection must be accomplished by an FAA certified mechanic and an appropriate entry made in the engine/aircraft log book.

m. No individual may remove any unit from any aircraft for maintenance unless approved by the Manager or the Maintenance Officer. The unit must be inspected by an FAA certified mechanic prior to reinstallation on the aircraft.

n. It is the responsibility of the Maintenance Officer to ensure that cumulative time is entered into the engine/aircraft log books. No individual will make such entries without the specific approval of the Maintenance Officer.

701. MAINTENANCE CHECK FLIGHTS. Safety of flight repairs involving removal/replacement of flight control surfaces, major mechanical repairs, such as carburetor, magneto or engine replacement, etc. shall require a maintenance check flight to be conducted by the Maintenance Officer or Chief Flight Instructor. In the event that neither are checked out in the particular type aircraft, an effort should be made to use the most qualified person available to perform the check flight. Check flights should be performed following OPNAVINST 4790.2E, Vol II, Paragraph 6.2 - 17.2.

702. PREVENTION OF INADVERTENT ENGINE STARTS

a. A magneto grounding check will be accomplished as part of the engine shutdown procedure after each engine operation. Consult an instructor or the engine checklist for appropriate procedures for each aircraft type. Evidence of a hot magneto will immediately be reported to the Manager/mechanic (as available). No attempt will be made to move the aircraft without supervision by Manager or mechanic.

b. Before a propeller is moved by hand, the individual will personally ensure that the mag switch is in the off position and that the throttle and mixture controls are fully retarded.

c. Whenever a propeller is moved by hand, (such as to allow installation of a tow bar), IT WILL BE ROTATED BACKWARDS (clockwise as you face the aircraft). The only exception permitted is for mechanics performing maintenance following approved maintenance manual directions.

JUN 09 1994

ANNEX A  
COVENANT NOT TO SUE  
AND  
INDEMNITY AGREEMENT

PLACE \_\_\_\_\_

DATE \_\_\_\_\_

I, \* \_\_\_\_\_ am about to participate voluntarily in various activities, including flying activities, of the Lemoore Navy Flying Club as a pilot, student pilot, copilot, instructor, or passenger. In consideration of the Flying Club permitting me to participate in these activities, I, for my heirs, administrators, executors, and assignees, hereby covenant and agree that I will never institute, prosecute, or in any way aid in the institution or prosecution of, any demand, claim or suit against the U.S. Government and/or its officers, agents, or employees, acting officially or otherwise, for any loss, damage, or injury to my person or (including death) my property which may occur from any cause whatsoever as a result of participation in the Flying Club.

If I or my heirs, administrators, executor, and assignees should demand, claim, sue or aid in any way in such a demand, claim or suite, I agree to indemnify the U. S. Government for all damages expenses, and costs it may incur as a result thereof.

I understand and agree that I am assuming the risk of any personal injury or property damage to me that may result while participating in Flying Club activities, including such injuries or damage that may be caused by the negligence of the U.S. Government.

I also understand and agree that I may be held liable for any damage or loss to the U.S. Government which is caused by my gross negligence, willful misconduct, or fraud.

The term U.S. Government as used here includes the Lemoore Navy Flying Club including individual members and any officer, agent or employee of the U.S. Government or the Flying Club, acting officially or otherwise.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE, FLYING CLUB OFFICER

NASLEMINST 1710.6F

JUN 09 1994

\* If a minor, so indicate and state age. The minor will sign if capable of signing. If not capable, have parent sign for the minor, i.e., "John Jones by Harry Jones, his father" and sign below.

FOR MINORS \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I/We \_\_\_\_\_ parents of the above-said minor child do hereby (1) consent to my child participating in the Lemoore Navy Flying Club activities; (2) agree to and adopt as my own the conditions of the above agreement; and (3) agree to reimburse the U.S. Government for any damage incurred by it for which my child would be liable had my child reached the age of majority.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT'S SIGNATURE

The above form is to be completed for all minors, regardless of age and regardless of whether the parent has executed the indemnity agreement form on behalf of the minor.

JUN 09 1994

ANNEX B  
LEMOORE NAVY FLYING CLUB  
HIGH DENSITY ALTITUDE CHECKOUT

Pilot's Name \_\_\_\_\_

Date \_\_\_\_\_

Check Pilot's Name \_\_\_\_\_

1. DENSITY ALTITUDE

What is it?

How do you determine it?

Denalt Computer

SC-38 Computer

How does it affect your aircraft's performance?

2. MIXTURE CONTROL

What does it do?

Too rich mixture effects:

Too lean mixture effects:

When do you lean?

How do you lean?

3. OXYGEN REQUIREMENTS

12,500' - 14,000' Up to 30 minutes without oxygen.

14,000' - 15,000' Pilot needs oxygen.

15,000' - Above Everyone needs oxygen

4. PRE-FLIGHT

Landing and takeoff distances - estimated

Rate of climb estimated

Loading the aircraft

5. PRE-TAKEOFF

During run-up, lean to Best Power as recommended by manufacturer.

If there are no obstacles, always use short field flap settings.

6. TAKEOFF

FLY INDICATED AIR SPEED - Groundspeed will be higher.

NASLEMINST 1710.6F

JUN 09 1994

After lifting off, accelerate to climb speed in ground effect.  
FLY INDICATED AIR SPEED!

7. CLIMB

FLY INDICATED AIRSPEED - Rate of climb will be reduced.  
If necessary, spiral over the airfield to gain altitude.

8. CRUISE

After reaching cruise altitude, re-lean to best power.  
Throughout flight scan engine instruments. If engine temperatures are high (Oil and/or Cylinder Head) enrich mixture slightly.

9. AIRCRAFT HANDLING AT ALTITUDE

Stalls - Same indicated airspeed  
Slowflight - mushy handling  
Steep turns

10. LANDING

FLY INDICATED AIRSPEED - Groundspeed will be higher.  
When starting descent enroute, enrich mixture slightly - not full rich. If during descent, engine starts sounding rough, check carburetor heat and mixture. Maintain power during approach

11. MOUNTAIN WEATHER

Flying under Cu clouds  
Flying through valleys  
Low flying - don't  
Turbulence - Know aircraft maneuvering speed, use higher takeoff and landing speeds  
Speeds

12. MOUNTAIN WAVES

What are they?  
When can you expect them?  
What to do if you get into one?

After reviewing the above items with my check-pilot, I feel I have the knowledge to safely operate the Flying Club's aircraft at airports above 3,000' MSL.

---

Pilot's Signature

NASLEMINST 1710.6F

JUN 09 1994

After reviewing the above items with the above named pilot, I feel he has the knowledge to safely operate the Flying Club's aircraft at airports above 3,000' MSL.

---

Check Pilot's Signature

# AIRFIELD DIAGRAM

14L

NASLEMINST 1710.6F

JUN 09 1962

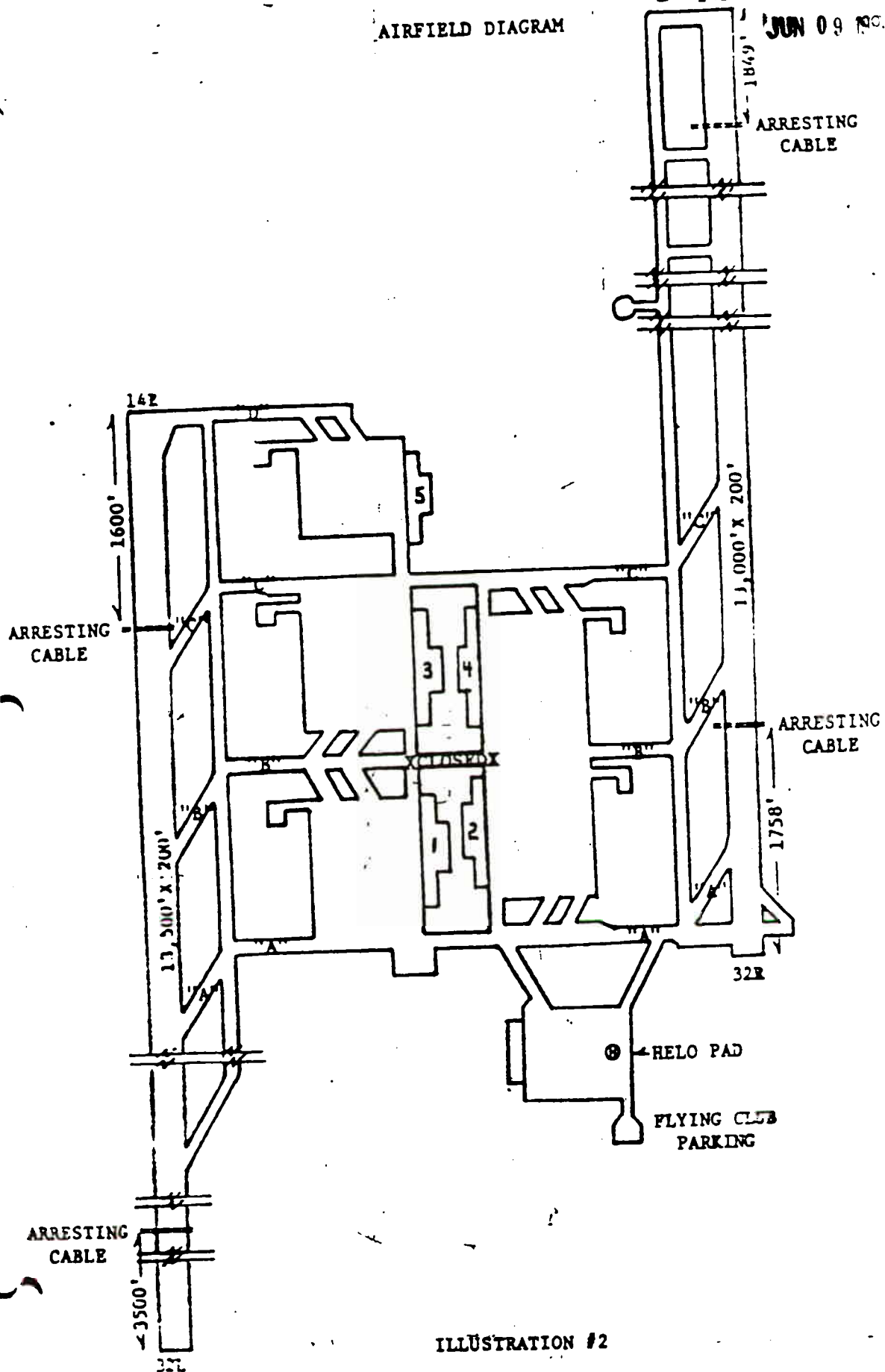
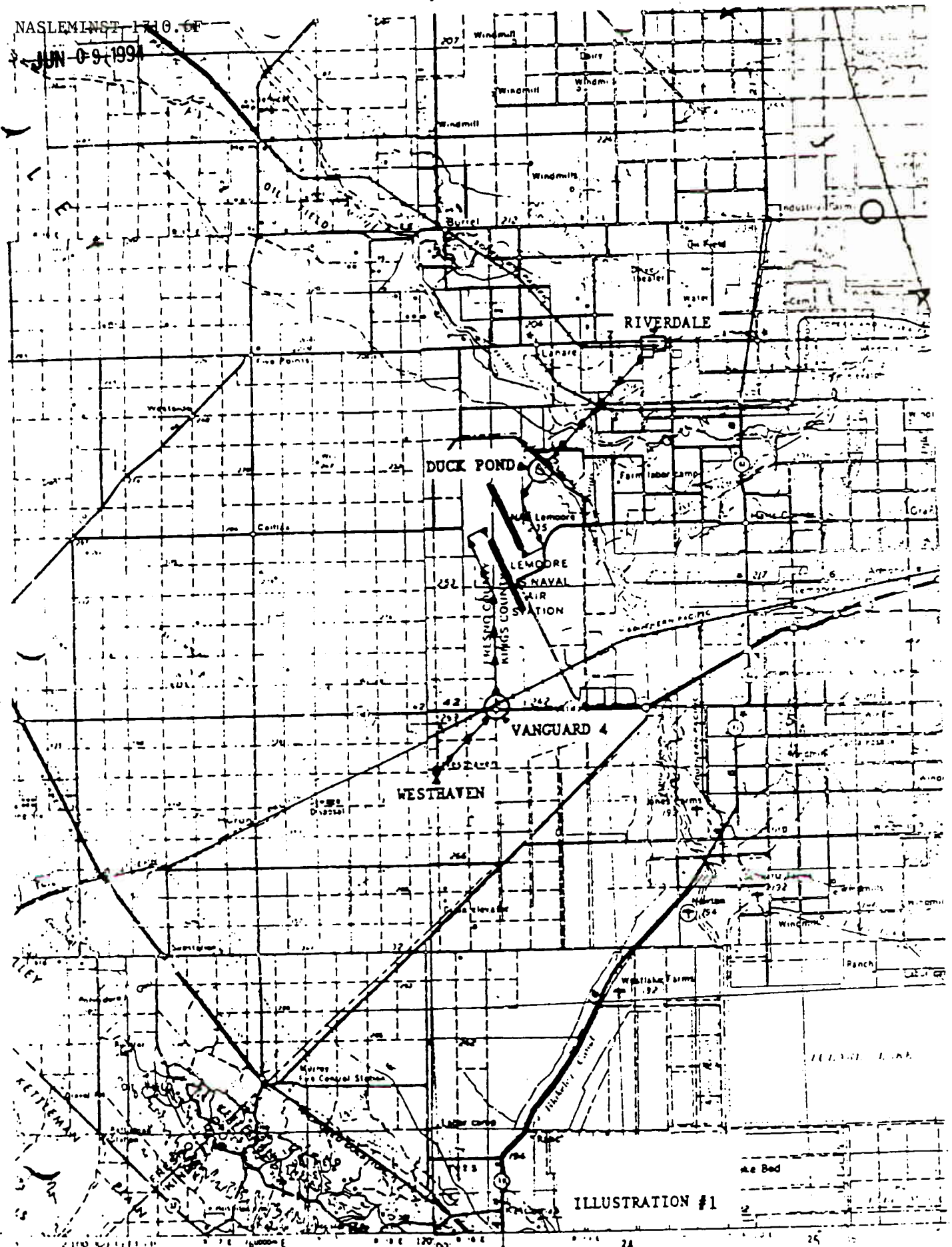


ILLUSTRATION #2

JUN 09 1994



JUN 09 1994

TAXI ROUTES

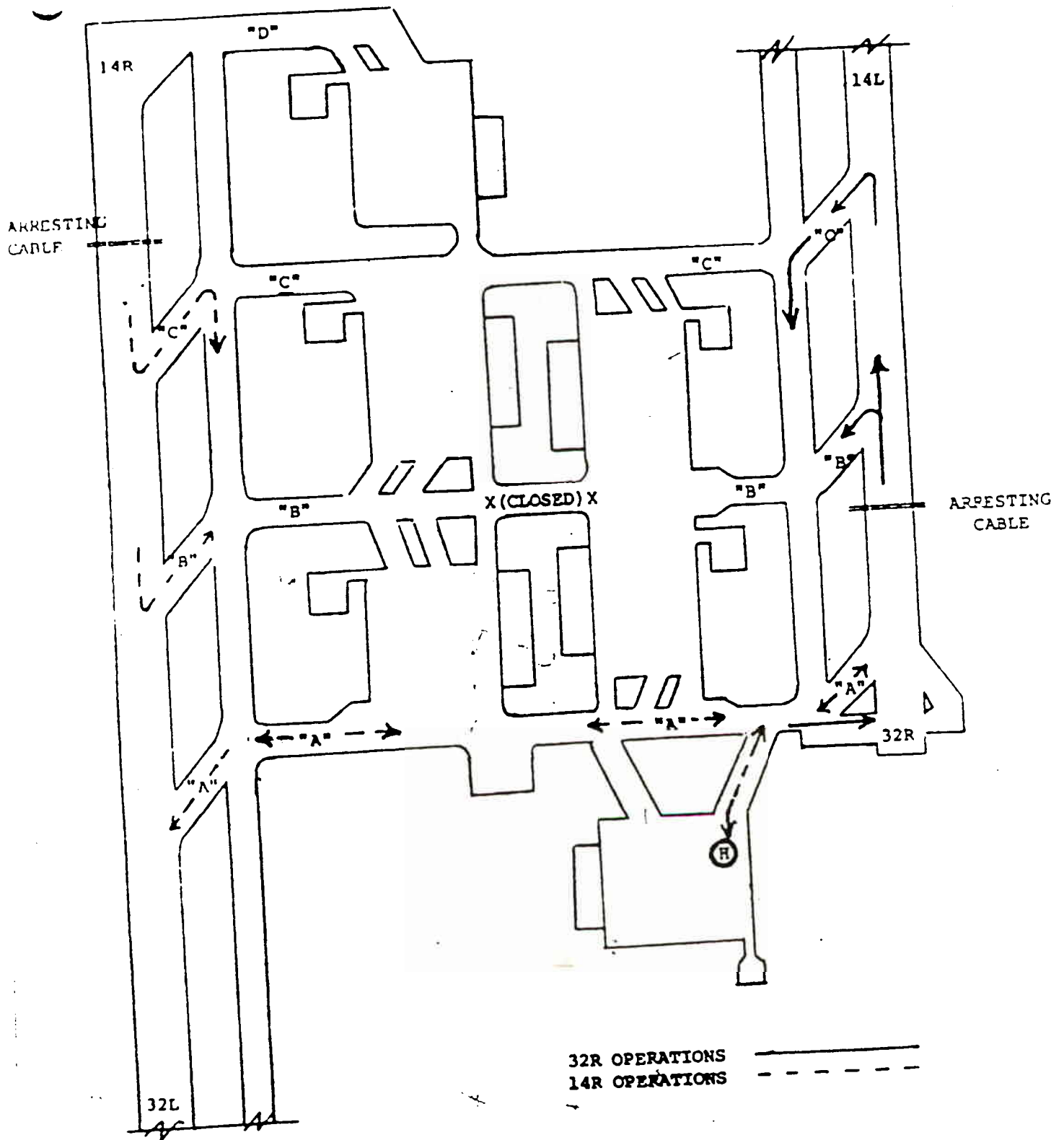
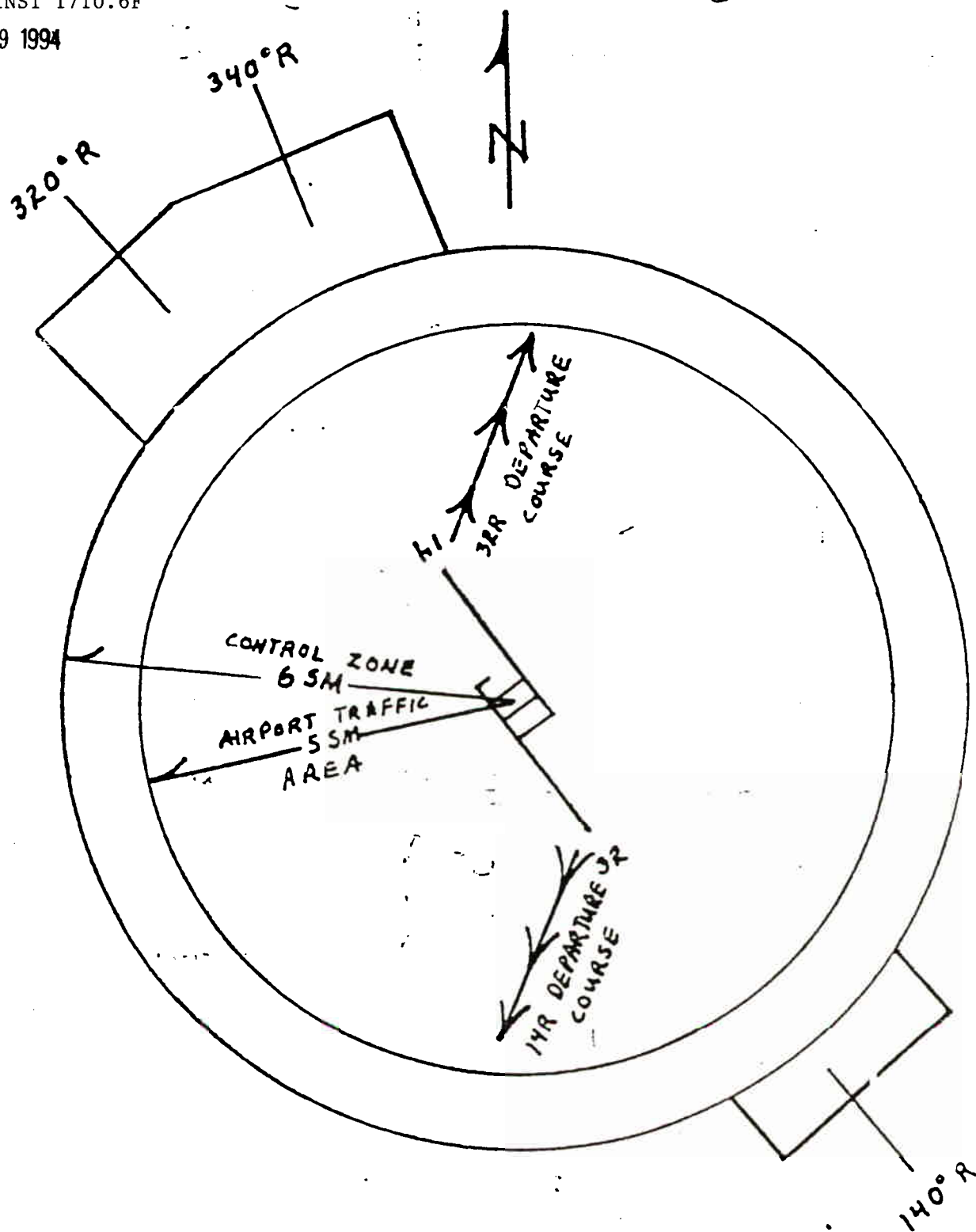


ILLUSTRATION #3

JUN 09 1994

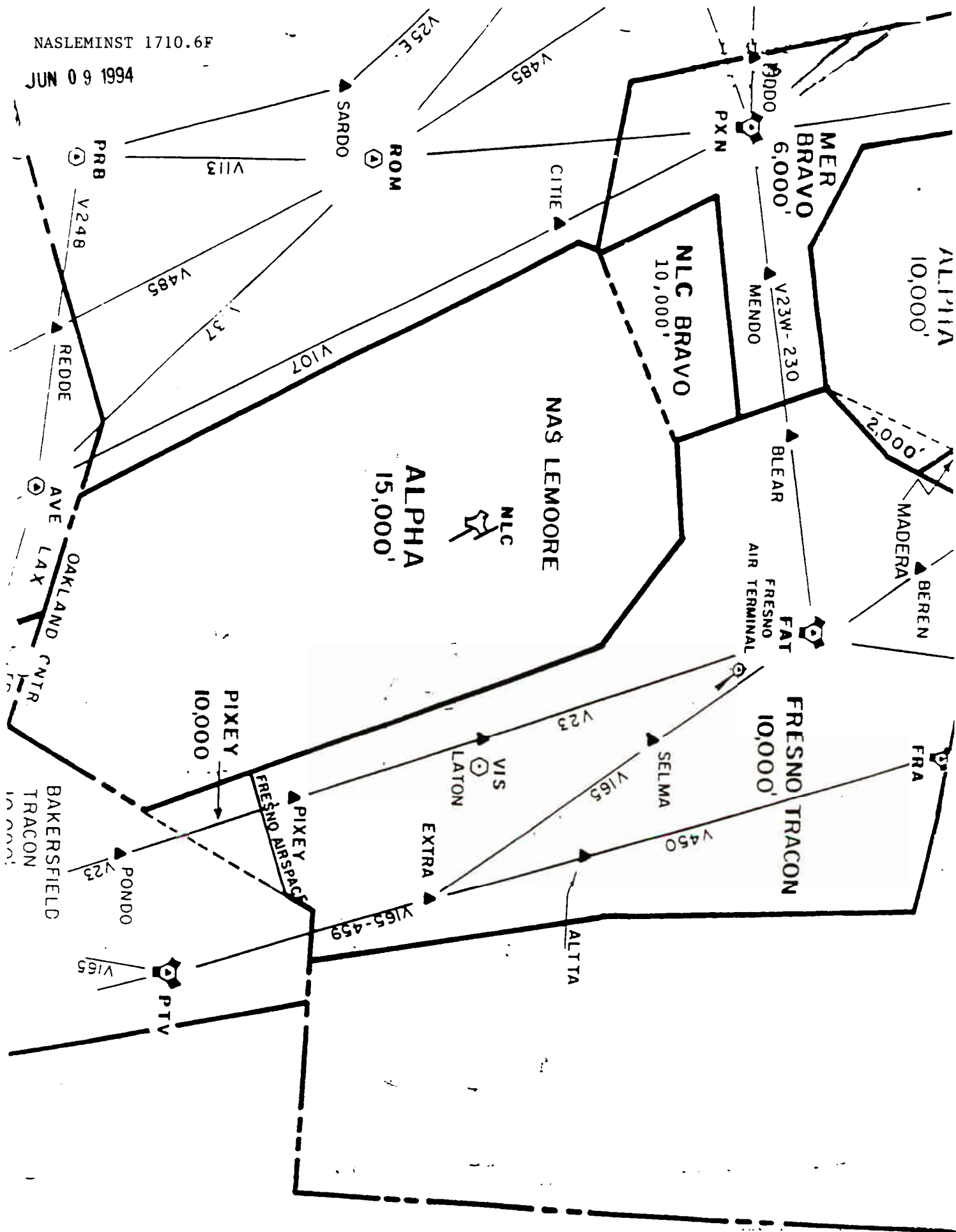


NAS LEMORE

CONTROL ZONE AND AIRPORT TRAFFIC AREA

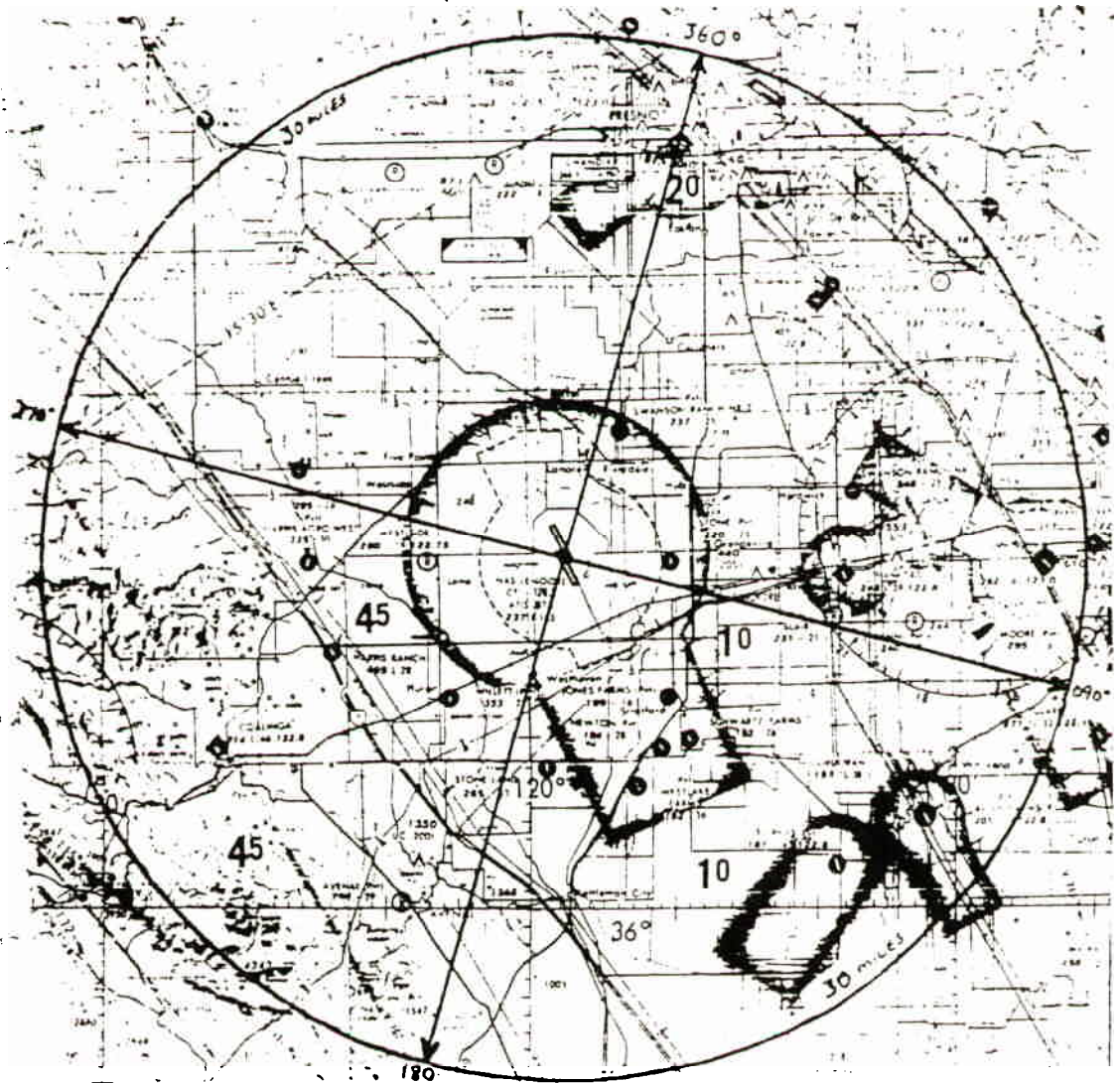
ILLUSTRATION #4.

JUN 09 1994

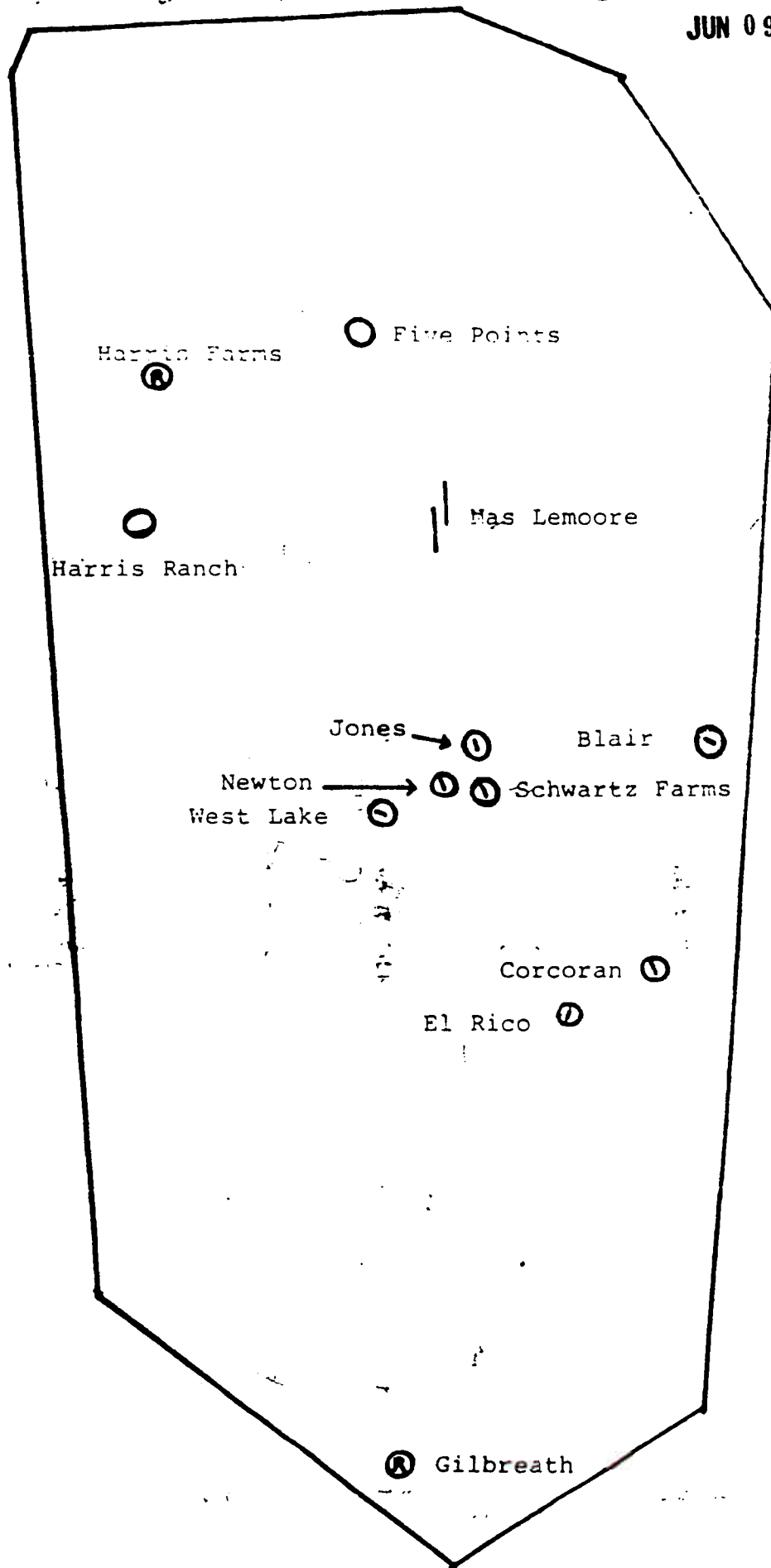




JUN 09 1994



JUN 09 1994



JUN 09 1994



8 - OCT 1994

**LNFC TOOL CONTROL PROGRAM/MISSING TOOL REPORT****INTRODUCTION**

100. Purpose. To establish the policy, procedures and assign responsibilities for positive control of tools involving any work performed on aircraft or components.

101. Scope. The provisions of this instruction shall apply to all aircraft maintenance work areas including on-site locations.

**RESPONSIBILITY**

200. **The Club Manager** has the overall responsibility for the implementation and compliance of LNFC Tool Control Program

201. **The Club Maintenance Officer** is responsible to the LNFC Command Advisor and Command Safety Advisor for the proper operation of this program.

202. **FAA Admin Certified Mechanics** are the only authorized mechanics allowed to perform maintenance on LNFC aircraft, and as such, they will provide, account for and maintain an up-to-date inventory listing of all tools and equipment in the course of on-aircraft or in-shop maintenance.

203. **All LNFC Members** are responsible to ensure that NO PERSONAL tools are to be utilized in or around LNFC aircraft. Pilot In Command (PIC) of LNFC aircraft will ensure personal flight bags do not contain unauthorized tools. PIC may utilize personal flashlight for pre/post flighting of LNFC aircraft and is responsible for its accountability. ALL members will ensure accountability of fuel sample tube in each LNFC aircraft (1 per acft) prior to flight.

**ACTION**

301. **The Club Manager Shall:**

a. Provide and maintain an up-to-date inventory of all tools and support equipment belonging to the LNFC.

b. Ensure, at completion of maintenance, all tools have been accounted for by the FAA certified mechanic employed by the club and VIDs/MAFs or discrepancy cards are signed and stamped by the mechanic that all tools are accounted for. Any tool found that does not match those on the assigned inventory listing shall be considered an unauthorized tool and removed or confiscated immediately.

31 OCT 1994

c. In the event a tool is determined to be missing ensure all maintenance in progress ceases and an intensive search is conducted. If the tool is not found, work will resume only after permission is received from the club manager, maintenance officer or safety officer.

d. In the event that a tool is determined to be lost or stolen, initiate a "MISSING TOOL REPORT" (paragraph 400) and verify that an entry has been made in the appropriate logbook, stating "SEARCH ABANDONED" and listing the date, the name or description of the tool and the "N" number/s of the aircraft that it was believed to have been used on last.

e. Control the key to the shop tool cabinet and ensure these tools are used in the shop only and not on aircraft. At end of each task/work day inventory tools and ensure they are in their shadowed location.

**302. The FAA Certified Mechanic/s Shall:**

a. Provide and maintain an up to date "LISTING/LOGBOOK" for each toolbox containing tools that he or she owns or possesses.

b. Establish a permanent and uniform tool location system in all privately owned toolboxes, to rapidly account for all controlled tools.

c. Visually inspect aircraft compartments, inspection areas, engine cowling, etc., prior to closing for tools, parts or other debris.

d. Visually account for all controlled tools prior signing an aircraft off flight operations.

e. At the end of each work day, visually inventory each toolboxes, including those belonging to or in the possession of the club, to verify all controlled tools are accounted for.

f. Immediately upon discovery that a tool is missing take the following action:

(1) Stop all work on the aircraft.

(2) Notify the Club Manager

(3) Participate in an intensive search for the missing tool in the suspected areas of the aircraft.

(4) If the tool is not found, complete a "MISSING TOOL REPORT" (paragraph 400) and make the required entries in the logbook.

(5) Resume work only after permission is received from the club manager, the safety or the maintenance officer.

31 OCT 1994

400.

LEMOORE FLYING CLUB MISSING TOOL REPORT

From: \_\_\_\_\_

To: Club President \_\_\_\_\_

Via: Club manager \_\_\_\_\_

SUBJ: MISSING TOOL REPORT

1. Reporting employee has \_\_\_\_\_ has not \_\_\_\_\_ read and initialed tool control instruction.
2. Missing tool nomenclature: \_\_\_\_\_
3. Date and time tool was discovered missing: \_\_\_\_\_ / \_\_\_\_\_
4. Date and time tool was reported missing: \_\_\_\_\_ / \_\_\_\_\_
5. Other personnel who had access to the tools: \_\_\_\_\_
6. Area on the aircraft the tool was last used: \_\_\_\_\_  
\_\_\_\_\_
7. Was search conducted? \_\_\_\_\_ date and time search suspended: \_\_\_\_\_ / \_\_\_\_\_
8. Shop mechanic comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Maintenance Officer review, comments and recommendation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. Club Manager review, comments and recommendation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

31 OCT 1994

## **LEMOORE NAVY FLYING CLUB CORROSION CONTROL PROGRAM**

### **INTRODUCTION**

100. **Purpose.** To establish the policies and procedures for an effective Corrosion Control Program. It shall be the responsibility of all pilots, club management, and maintenance personnel of continuing compliance to ensure the success of the program.

101. **Scope.** The provisions of this instruction shall apply to all club aircraft.

102. **Background.** Club aircraft are subject to periodic inspection and administrative audit by the commanding officer with emphasis on aircraft corrosion control. Past inspections have identified deficiencies in the area of corrosion control which only can be corrected by a vigorous and ongoing effort by the club.

### **RESPONSIBILITY**

200. **All Club Pilots** are responsible for corrosion prevention, detection and documentation.

201. **The Club Maintenance Officer** is responsible for the Corrosion Control Program, assessing and identifying the degree of compliance of this instruction. He/she will monitor the Corrosion Control Program and advise the manager, board members and the Command Maintenance Advisor of its compliance.

202. **The Club Manager** will maintain a schedule for aircraft washes and quarterly corrosion inspections.

### **ACTION**

300. **PILOTS shall:**

a. Inspect, during preflight, for evidence of corrosion and document any corrosion detected on VIDs/MAFs or discrepancy cards.

31 OCT 1994

301. **The Club Maintenance Officer shall:**

a. Coordinate with AIMD/OMD/Command Maintenance Advisor for the quarterly corrosion inspection of club aircraft by quality assurance personnel.

b. Following scheduled maintenance inspections determine, with the guidance of a FAA certified mechanic, which corrosion discrepancies will be corrected immediately. Discrepancies that do not or will not affect airworthiness may be deferred to a more opportune time for correction.

c. Provide periodic training sessions for all pilots which explain the particular vulnerability of LNFC aircraft to corrosion, the club corrosion control program, and member responsibility in reporting corrosion. Training will include detection, identification and minimum standards in regard to airworthiness.

**CORROSION CONTROL MAINTENANCE SCHEDULE**

**NOTE: ONLY A CERTIFIED FAA MECHANIC MAY TREAT/REPAIR LNFC AIRCRAFT CORROSION**

400. **Daily:** Pilots will inspect aircraft before flight and report corrosion as appropriate.

401. **Monthly:** All club aircraft will receive a wash with aircraft cleaners as needed, or at least monthly, and interiors of aircraft will be appropriately cleaned. The manager or person designated by the manager will inspect the completed cleaning. The wash and post wash lubrication will be recorded.

402. **Quarterly:**

a. Aircraft will be inspected by AIMD/OMD quality assurance personnel, utilizing the checklist contained in paragraph 500, in the following areas:

- (1) Primary control surfaces and associated hinges
- (2) Primary control attach fittings and associated hardware
- (3) All exposed untreated steel hardware showing red rust
- (4) Cockpit areas
- (5) Wings and tail surfaces

31 OCT 1994

- (6) Landing gear group and door assemblies
- (7) All fuselage areas
- (8) Antenna systems for corrosion, rust and dirt

b. Should a component or surface suffer from moderate to severe corrosion/rust, the aircraft shall be removed from service for corrective action. Similar correction action will be taken if there is any evidence of scaling or severe pitting of the plated areas of landing gear components.

NASLEMINST 1710.6F CH-1

31 OCT 1994

CARD	NLFC-MRC-000	CHANGE	SPECIAL 90 DAY	ELEC PWR N/A	
1	DATE 30 MAR 94	NO.	CORROSION	HYD PWR N/A	
WORK	C	TIME	RTG. QA	MOS. QA	RH WING & FUSELAGE
AREA	N	1.0	NO. 1	NO. 1	C-150/C-172
1. RH FORWARD FUSELAGE:					
a. SKIN FOR CRACKS, CORROSION, DISTORTION AND DEFECTIVE RIVETS OR SCREWS.					
2. RH UPPER WING:					
a. SKIN FOR CRACKS, CORROSION, DISTORTION AND DEFECTIVE RIVETS OR SCREWS.					
b. FILLET RUBBER SEAL FOR DETERIORATION.					
3. RH LOWER WING:					
a. SKIN FOR CRACKS, CORROSION, DISTORTION AND DEFECTIVE RIVETS OR SCREWS; FUEL VENT FOR OBSTRUCTION.					
b. FILLET RUBBER SEAL FOR DETERIORATION.					

31 OCT 1994

CARD	NLFC-MRC-000	CHANGE	SPECIAL 90 DAY	ELEC PWR N/A
1.1	DATE 30 MAR 94	NO.	CORROSION	HYD PWR N/A
-----				
WORK	C	TIME	RTG. QA	MOS QA
AREA	N	1.0	NO. 1	NO. 1
C-150/C-172				
-----				
4. RH AILERON UPPER:				
a. EXPOSED HINGE FITTINGS AND BRACKETS FOR CRACKS AND CORROSION. CHECK FOR EXCESSIVE WEAR AT BEARINGS.				
b. SKIN FOR CRACKS, CORROSION, DISTORTION AND DEFECTIVE RIVETS.				
c. PUSH-PULL ROD FOR CRACKS, CORROSION AND EXCESSIVE PLAY.				
5. RH AILERON LOWER:				
a. SKIN FOR CRACKS, CORROSION, DISTORTION AND DEFECTIVE RIVETS.				
6. RH WING FLAP UPPER:				
a. SKIN FOR CRACKS, CORROSION, DISTORTION AND DEFECTIVE RIVETS.				

NASLEMINST 1710.6F CH-1

31 OCT 1994

CARD	NLFC-MRC-000	CHANGE	SPECIAL 90 DAY	ELEC PWR OFF
1.2	DATE 30 MAR 94	NO.	CORROSION	HYD PWR OFF
WORK	C	TIME	RTG. QA	MOS QA
AREA	N	1.0	NO. 1	NO. 1
RH WING & FUSELAGE				
C-150/C-172				
7. RH WING FLAP LOWER:				
a. SKIN FOR CRACKS, CORROSION, DISTORTION AND DEFECTIVE RIVETS.				
b. FLAP TRACKS FOR CORROSION, LUBRICATION.				
8. RH WING LIFT STRUT:				
a. STRUT FOR CRACKS, CORROSION.				
END OF CARD				

NASLEMINST 1710.6F CH-1

31 OCT 1994

CARD	NLFC-MRC-000	CHANGE	SPECIAL 90 DAY	ELEC PWR N/A	
2	DATE 30 MAR 94	NO.	CORROSION	HYD PWR N/A	
-----					
WORK	C	TIME	RTG QA	MOS QA	LH WING & FUSELAGE
AREA	N	1.0	NO. 1	NO. 1	C-150/C-172
-----					
		1.	LH FORWARD FUSELAGE:		
		a.	SKIN FOR CRACKS, CORROSION, DISTORTION AND DEFECTIVE RIVETS OR SCREWS.		
		2.	LH WING UPPER:		
		a.	SKIN FOR CRACKS, CORROSION, DISTORTION AND DEFECTIVE RIVETS OR SCREWS.		
		b.	FILLET RUBBER SEAL FOR DETERIORATION.		
		3.	LH WING LOWER:		
		a.	SKIN FOR CRACKS, CORROSION, DISTORTION AND DEFECTIVE RIVETS OR SCREWS; FUEL VENT FOR OBSTRUCTION.		
		b.	FILLET RUBBER SEAL FOR DETERIORATION.		

NASLEMINST 1710.6F CH-1

31 OCT 1994

CARD	NLFC-MRC-000	CHANGE	SPECIAL 90 DAY	ELEC PWR N/A	
2.1	DATE 30 MAR 94	NO.	CORROSION	HYD PWR N/A	
-----					
WORK	C	TIME	RTG QA	MOS QA	LH WING & FUSELAGE
AREA	N	1.0	NO. 1	NO. 1	C-150/C-172
-----					
		4.	LH AILERON UPPER:		
		a.	EXPOSED HINGE FITTINGS AND BRACKETS FOR CRACKS AND CORROSION. CHECK FOR EXCESSIVE WEAR AT BEARINGS.		
		b.	SKIN FOR CRACKS, CORROSION, DISTORTION AND DEFECTIVE RIVETS.		
		c.	PUSH-PULL ROD FOR CRACKS AND CORROSION.		
		5.	LH AILERON LOWER:		
		a.	SKIN FOR CRACKS, CORROSION, DISTORTION AND DEFECTIVE RIVETS.		
		6.	LH WING FLAP UPPER:		
		a.	SKIN FOR CRACKS, CORROSION, DISTORTION AND DEFECTIVE RIVETS.		
		7.	LH WING FLAP LOWER:		
		a.	SKIN FOR CRACKS, CORROSION, DISTORTION AND DEFECTIVE RIVETS.		
		b.	FLAP TRACKA FOR CORROSION, LUBRICATION		

NASLEMINST 1710.6F CH-1

31 OCT 1994

CARD	NLFC-MRC-000	CHANGE	SPECIAL 90 DAY	ELEC PWR N/A	
2.2	DATE 30 MAR 94	NO.	CORROSION	HYD PWR N/A	
WORK	C	TIME	RTG QA	MOS QA	LH WING & FUSELAGE
AREA	N	1.0	NO. 1	NO. 1	C-150/C-172
8. LH WING LIFT STRUT: a. STRUT FOR CRACKS, CORROSION.					
9. FUSELAGE UNDERSURFACE: a. SKIN FOR CRACKS, CORROSION, DISTORTION AND DEFECTIVE RIVETS.					
END OF CARD					

NASLEMINST 1710.6F CH-1

31 OCT 1994

CARD	NLFC-MRC-000	CHANGE	SPECIAL 90 DAY	ELEC PWR N/A	
3	DATE 30 MAR 94	NO.	CORROSION	HYD PWR N/A	
-----					
WORK	C	TIME	RTG QA	MOS QA	EMPENNAGE & AFT FUSELAGE
AREA	N	1.0	NO. 1	NO. 1	C-150/C-172
-----					
		1. AFT FUSELAGE:			
		a. SKIN FOR CRACKS, CORROSION, DISTORTION AND DEFECTIVE RIVETS OR SCREWS.			
		b. BAGGAGE COMPARTMENT DOOR, HINGE AND LATCHING MECHANISM FOR CRACKS, DISTORTION AND SECURITY CHECK FOR POSITIVE LATCHING. (C-172)			
		2. VERTICAL FIN AND HORIZONTAL STABILIZERS:			
		a. SKIN FOR CRACKS, CORROSION, DISTORTION, DEFECTIVE RIVETS AND SECURITY.			

31 OCT 1994

CARD	NLFC-MRC-000	CHANGE	SPECIAL 90 DAY	ELEC PWR N/A
3.1	DATE 30 MAR 94	NO.	CORROSION	HYD PWR N/A
WORK AREA	C	TIME	RTG QA	MOS QA
	N	1.0	NO. 1	NO. 1
EMPENNAGE & AFT FUSELAGE				
C-150/C-172				
<p>3. RUDDER:</p> <p>a. SKIN FOR CRACKS, CORROSION, DISTORTION, DEFECTIVE RIVETS, AND SECURITY.</p> <p>b. EXPOSED HINGE FITTINGS AND BRACKETS FOR CRACKS AND CORROSION. CHECK FOR EXCESSIVE WEAR AT BEARINGS.</p> <p>c. BONDING WIRES FOR FRAYING AND SECURITY.</p> <p>4. ELEVATORS:</p> <p>a. SKIN FOR CRACKS, CORROSION, DISTORTION, DEFECTIVE RIVETS AND SECURITY.</p> <p>b. EXPOSED HINGE FITTINGS AND BRACKETS FOR CRACKS AND CORROSION. CHECK FOR EXCESSIVE WEAR AT BEARINGS.</p> <p>c. BONDING WIRES FOR FRAYING AND SECURITY.</p> <p>d. TRIM TABS, PUSH-PULL RODS AND TAB HINGES FOR CRACKS AND CORROSION.</p> <p>e. TRIM TAB FOR EXCESSIVE PLAY.</p>				
END OF CARD				

NASLEMINST 1710.6F CH-1

31 OCT 1994

CARD	NLFC-MRC-000	CHANGE	SPECIAL 30 DAY	ELEC PWR N/A	
4	DATE 30 MAR 94	NO.		HYD PWR N/A	
WORK AREA	C	TIME	RTG F/C	MOS F/C	AIRCRAFT WASH
	N	2.0	NO. 1	NO. 1	C-150/C-172
CONSUMABLES/REPLACEMENT PARTS					
TAPE, ADHESIVE					
CLEANING COMPOUND, WATER EMULSION					
1. PREPARE AIRCRAFT FOR WASHING:					
a. ENSURE FLAPS ARE DOWN.					
b. CLOSE DOORS/WINDOWS.					
c. ENSURE PITOT COVER IS INSTALLED.					
d. SEAL LH FRESH AIR VENT.					
e. SEAL BATTERY VENT.					
f. SEAL RH FRESH AIR VENT.					
g. SEAL LH STATIC VENT.					
CAUTION: AVOID APPLYING CLEANING COMPOUND					
DIRECTLY TO COCKPIT PLEXIGLASS SURFACES.					
2. WASH AIRCRAFT.					
3. REMOVE TAPE FROM SEALED AREAS AND RAISE FLAPS					
4. MOVE AIRCRAFT TO DESIGNATED TIE-DOWN AREA.					
END OF CARD					

27 AUG 1996

**LNFC FUEL QUALITY ASSURANCE PROGRAM**

**INTRODUCTION**

100. Purpose. To establish the policy, procedures and assign responsibilities for positive control of fuel quality/contamination control involving aircraft fuel service tank.

101. Scope. Fuels supplied to clubs by commercial vendors must meet the standards established by the American National Standards Institute. Fuel storage facilities must meet the standards prescribed by the National Fire Protection Association. As such, the LNFC shall establish a Fuels Quality Assurance Program that will provide a means for periodic checks of fuel storage tanks, pumping equipment sumps and aircraft for water or other contaminants.

**RESPONSIBILITY**

200. **The Club Manager/Maintenance Officer** has the overall responsibility for the implementation and compliance of LNFC Fuel Quality Assurance Program.

201. **The Club Manager/Maintenance Officer** is responsible to the LNFC Command Advisor and Command Safety Advisor for the proper operation of this program.

**ACTION**

300. **The Club Manager/Maintenance Officer shall:**

a. Check fuel storage tanks and pumping equipment sumps for water or other contaminants. Fuel samples shall be taken on the fuel storage tanks prior to refilling and periodically thereafter. Fuel sample results shall be logged in the fuel log book.

b. Check, inspect, and clean all hoses, valves and pumping equipment on a monthly basis. Filters in the pumping equipment shall be replaced every six months.

301. **Pilots/student pilots shall:**

a. Take fuel samples from the aircraft during preflight. Fuel samples are to be checked for any contaminants and condensation.

b. Report any contaminants and/or condensation found to the Club Manager/Maintenance Officer.